

D E L T A



C O L L E G E

19⁸⁴
19⁸⁶

DELTA COLLEGE PROGRAMS AND SERVICES

To Ask Questions About:

Academic Standards, Probation & Dismissal Status
 Admissions
 Activities
 Affirmative Action
 Alumni Services
 Apprenticeship/Skilled Trades
 Athletics & Intramural Sports
 Bus Schedules, Car Pools Information
 Campus Tours
 Career Counseling
 Career Information
 Center (off campus) Services & Classes
 Change a Course (Add/Drop)
 Child Care
 Clubs & Organizations
 College Rules & Regulations (of behavior)
 Collegiate (student newspaper)
 Community Education Programs & Courses
 Conferences
 Course Grade
 Curriculum Requirements & Guidesheets
 Financial Aid (Scholarships, Grants, Loans, etc.)
 Graduation Requirements & Applications
 Handicapped Students & Services
 Housing/Dorms
 I.D. Cards
 Illness, Injury, Health Concerns & Insurance
 Incomplete Grade
 International Students
 Jobs (part/full time, off campus)
 Jobs (part time on campus)
 Judicial/Due Process
 Learning/Studying Services
 Library & Audio Visual Resources
 Lost and Found
 Minority Student Programs & Services
 Older Population Program
 Orientation for New Students
 Parking & Security
 Personal Problem
 Planetarium Programs
 Public Relations
 Registration of Classes
 Residency Qualifications
 Social Security Benefits Certification
 Testing
 Textbooks & Class Supplies
 Tickets, Social & Cultural Events
 Transcript Requests
 Transfer Credit Acceptance
 Transfer to Another College
 Transferability of Delta Courses
 Tuition & Course Fees
 Tutoring
 V.A. Benefits Certification
 Veterans Information
 Volunteer Program
 Withdrawal from College
 WUCM-TV (Channel 19).

Contact:

Office of the Registrar	
Admissions Office	9305
Student Activities Office	9092
Affirmative Action Officer	9335
College Relations Office	S 47
Skilled Trades Coordinator	9107
Health, Phys. Ed. & Recreat.	A Wing
Central Services Office	9223
Admissions Office	S 211
Counseling Center	9438
Career Information Center	N 140
Office of Center Services	9023
Registration Center	E Wing
Child Care Center	9221
Student Activities Office	Between C & D Wings
Dean of Students Office	Between J & K Wings
Collegiate Office	East Concourse
Community Education Offices	9330
Conference Development Office	Between C & D Wings
Course Teacher	E Wing
Counseling Center	9334
Financial Aid Office	Student Activities Bldg.
Office of the Registrar	9335
Project DEPTH Office	A Wing
Housing Office	9340/9339
Admissions Office	B 102
Health Services	9337
Course Teacher	Between D & E Wings
Office of Inter. Student Serv.	E Wing
Placement Center	—
Financial Aids Office	Between J & K Wings
Dean of Students Office	J Wing
Teaching/Learning Center	9080
Learning Resource Center	A Wing
Campus Police Department	9305
Special Services Office	B 116
Older Population Programs Co.	9390
Counseling Center	Between C & D Wings
Campus Police Department	B 103
Counseling Center	Between C & D Wings
Planetarium	—
College Relations Office	Between H & J Wings
Registration Center	9314
Office of the Registrar	Main Bldg. South End
Office of the Registrar	B 101
Testing Center	9307
Bookstore	B 101
Cashier	9111
Office of the Registrar	Between J & K Wings
Office of the Registrar	B 203
Counseling Center	9229
Counseling Center	A Wing
Registration Center	A Wing
Special Services Office	A Wing
Teaching/Learning Center	A Wing
Office of the Registrar	D 114
Veterans Services Center	NW Corner of Commons
Volunteer Services Office	A Wing
Registration Center	A Wing
Television Department	9394
		A Wing
		A Wing
		A Wing
		Between J & K Wings
		Between J & K Wings
		A Wing
		Between J & K Wings
		A Wing
		Between H & J Wings
		East Concourse
		A Wing
		H 144 & 146.
		East Concourse
		A Wing
		A Wing, Lower Level

DELTA COLLEGE

**Accredited by
North Central Association
of Colleges
and Secondary Schools**

**A state assisted Community
College serving primarily
the Tri-County Area of Bay,
Midland and Saginaw Counties**

**Mailing Address: University Center,
Michigan 48710**

**Telephone: (517) 686-9000
(517) 662-4431 (from Midland)**

24-hour Information Line: 686-9555

**Telecommunication Device
For The Deaf: (TDD) 686-9390**

1984-85 GENERAL CATALOG

DELTA COLLEGE IS . . .

**A place large and free
enough for you to learn,
experience and grow
to your full potential**

**A place small enough
to make this process
meaningful and
personal**

**A place diverse enough
to make it extremely
interesting, challenging
and rewarding.**

1984-86 GENERAL CATALOG

Your Information Guide to Delta College

This catalog has been designed for you, the student. The glossary of college terms on the opposite page will be a time saver and helpful to your understanding of college "jargon" /terminology. We suggest you familiarize yourself with it and refer to it often. We also suggest you use the Index at the back of this catalog as a fast way to locating catalog page numbers for the information about specific topics you want to find.

Basically this catalog is divided into five major sections containing the following broad categories of information.

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|--------------|--|
| Section I: | INTRODUCING DELTA COLLEGE
General Information about Delta College
Resources and Services for the Student
Resources and Services for the Community |
| Section II: | COLLEGE POLICIES, PROCEDURES AND REGULATIONS
Admission Information
Residence Qualifications
Veterans Information
College Costs
Financial Aid
Enrollment and Registration Information
Grading System
Academic Achievement Standards
Certificate and Associate Degree Requirements
Graduation
Students Rights, Responsibilities and Conduct |
| Section III: | ACADEMIC CAREER PROGRAMS AND COURSES
Transfer programs and Procedures
Delta College Occupational Programs
Skilled Trades Department Programs |
| Section IV: | COMMUNITY EDUCATION PROGRAMS AND COURSES
Community Education Division General Information
Training and Personal Enrichment Programs and Courses |
| Section V: | DELTA COLLEGE PERSONNEL DIRECTORY |

Delta College made every reasonable effort to determine that everything stated in this Catalog was accurate at the time it was printed. Courses and programs offered, together with other matters contained herein, are subject to change without notice by Delta College for reasons related to student enrollment, level of financial support, or for any other reason, at the discretion of the College. Delta College further reserves the right to add, amend, or repeal any of their rules, regulations, policies, and procedures. The provisions of this catalog are not to be regarded as a legal contract between Delta College and the student.



All enrolled students may receive one free catalog by presenting their validated student I.D. card to either the Admissions Office or Counseling Center. Students losing their first copy or other interested individuals may purchase a catalog from the College Bookstore for \$1.50 (or \$1.75 by mail).

GLOSSARY OF COLLEGE TERMS

Academic Credit: The number of units called semester hours an academic course is worth.

Academic Year: The time period between September and the following August during which are conducted the Fall and Winter regular semesters and the Spring and Summer sessions.

Accredited: Authorized or certified as coming up to a set standard by a governing organization such as the North Central Association of Colleges and Secondary Schools.

Admission: Acceptance of the student for enrollment at the College.

Associate Degree: A document (diploma) issued to a student indicating the completion of a prescribed curriculum/program of courses totaling 62 or more academic credits.

Certificate: A document (diploma) issued to a student indicating the completion of a prescribed curriculum/program of skill courses usually totaling about 30 academic credits.

Curriculum: A set of specific courses and academic credits leading to a certificate or a degree in a particular program (a) An occupational curriculum/program prepares a student to enter the world of work immediately after it is completed at Delta College (b) A transfer curriculum/program prepares a student for transfer to a degree (i.e. bachelor degree) program at another college.

Drop and Add: The procedure whereby students may change their class schedule by dropping and/or adding a course after initial registration.

Elective Course: A course which a student may choose to take from a number of alternative courses as distinguished from specific required courses.

Full-time Student: A student enrolled for 12 or more credits per semester; six or more credits during a session.

General Education (Basic Studies): A group of courses covering the areas of English Composition, Social Science, Natural Science, and the Humanities whose aim is to provide all students in most degree curricula with a common and broadly based educational experience.

Grade Point Average (GPA): The number of honor points earned divided by the semester hours of credit attempted.

Honor Points: The numerical value of a letter grade for each semester hour of academic credit.

In-District Student: Legal resident of Bay, Midland or Saginaw County as defined by college Residency classifications.

Orientation: A half or full day program for new Delta College students to acquaint them with the college facilities, programs, services and procedures, plus select courses and review their program/curriculum of study with a counselor.

Out-of-District Student: Legal resident of Michigan in a county other than Bay, Midland or Saginaw.

Out-of-State Student: Legal resident of a state other than Michigan or of a foreign country.

Part-Time Student: A student enrolled for less than 12 credits per semester or less than 6 credits during a session.

Pre-scheduling: The time period defined by the college prior to Fall or Winter semesters during which students may submit to the Registration Center the Course Request Form listing the classes they wish to schedule.

Prerequisite: Requirements which must be met or courses which must be successfully completed prior to enrolling in a specific course.

Probation: Academic status of a student who is 8-15 honor points below a cumulative GPA or has received W grades in 50% or more of semester hours of credit attempted in 2 semesters of attendance.

Registration: Procedures each semester or session when students schedule classes, pay tuition and fees and if qualified complete financial aid arrangements.

Required Course: A course that must be successfully completed within a specific curriculum/program.

Schedule of Classes: Delta College publication which lists all the courses, sections, days, times, on or off campus sites, room locations, course fees and instructors (sometimes), offered during a given semester or session plus registration procedures.

Semester Hours: The number of units of credit for a particular academic course which is usually equivalent to one hour of lecture or 2-4 hours of laboratory work per week throughout a regular semester. The number of hours of scheduled lecture and/or lab time is given in parenthesis at the end of each course description.

Semesters and Sessions: A Fall or Winter semester is equal to 15 weeks of scheduled classes plus final exams whereby a Spring or Summer session is equal to 7½ weeks. Some courses are also offered during the Fall or Winter semesters on a session (7½ week) basis.

Service Credit: The number of units of credit a Community Education course is worth. Service credit courses are not presently applicable to either a Delta College academic Associate Degree or Certificate curriculum/program and are not transferrable to another college.

Transcript: The official academic record of a student's work kept in the Office of the Registrar listing all academic work attempted at Delta College as well as all transfer credit accepted and any credit awarded by examination or advanced placement. Separate transcripts of all Community Education coursework are also maintained.

Tuition: The amount of money a student must pay at the time of registration for each semester hour of academic credit or service credit. The tuition rate is based on the student's residency classification.

Withdrawal: The process whereby a student discontinues enrollment in one or more courses. Withdrawal procedures must be done at the Registration Center to be official.



A MESSAGE FROM DELTA COLLEGE PRESIDENT DONALD J. CARLYON

"Delta College is our College. We own it. We use it. In many respects, Delta College is labor's college. It's our baby." Art Chambers, Labor Official

You know, I've always appreciated that comment from Art Chambers about Delta College. As one of the senior Presidents among Michigan Community College executive officers, I've come to learn that the feeling of ownership he suggests is not unique to labor. I've found the same sense of propriety in Delta College among business, labor, professional organizations, among social, civic and service groups—and among individuals of all ages from all walks of life.

I can think of no finer tribute to Delta's 23-year record of service to the community than these words which are a paraphrase of dozens of comments from individual students and members of the general public—"Yes, Delta College is my college."

When we opened our doors in 1961, we enrolled 1,800 students. Today, Delta College enrollment is nearly 15,000 students in all categories, studying on campus and throughout nearly 40 off-campus centers.

More importantly, Delta College has established in that relatively short period of time, a distinct personality . . . a college without traditional barriers, a college willing to reach out and touch the lives of thousands of residents in the community every day, a college ready to meet the challenge of today's changing world.

Preparing well-qualified students for four-year colleges and universities and further study in their chosen field.

That's what Delta College is about.

Providing a whole host of services for the community such as TV-19, Speakers Bureau, Planetarium, Conferences, specialized training systems for business, industry, the professions, labor and higher education.

That's what Delta College is about.

You will find many highly motivated people attending your community college. They come from varied backgrounds, representing all age groups, some with special needs we are prepared to meet.

They also come with something else:

The expectation of discovery.

The hope for achievement.

The desire to find something of value here at Delta College.

You are invited to join them.

Donald J. Carlyon
President
Delta College

BOARD OF TRUSTEES

BAY COUNTY

RUTH JAFFE

PAUL A. ROWLEY

RALPH I. SELBY

SAGINAW COUNTY

DR. ROBERT G. APP

ANNETTE ANDERSON DEIBEL

Chair

DONALD L. SLACHTA

MIDLAND COUNTY

STUART J. BERGSTEIN

WILLIAM HARGREAVES

W. BROCK NEELY

Vice-Chair

ADMINISTRATIVE OFFICERS

DONALD J. CARLYON

President

ELLSWORTH J. DUGUID

Vice President of Student Services

JOHN H. KRAFFT

Director of College Relations

JOHN L. KRAWCZYK

Vice President of Finance and Treasurer

GENE PACKWOOD

Acting Director of Research
& Development

ARTHUR J. OETTMEIER

Executive Director for
Corporate Services

STATEMENT OF ASSURANCE OF COMPLIANCE WITH FEDERAL LAWS

Delta College is an equal opportunity/affirmative action employer, and complies with federal and state laws and regulations prohibiting discrimination. It is the policy of Delta College that no person shall be discriminated against, excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination on the basis of race, color, religion, national origin or ancestry, age, sex, marital status, or handicap, in its programs, activities, admissions, financial assistance, or employment.

Delta College is committed to the principles of affirmative action, and to an affirmative action program which safeguards the rights of all persons in the areas of admissions, financial aid, programs, activities, services, and employment. In compliance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Sections 503 and 504 of the Rehabilitation Act of 1973, Delta College does not discriminate on the basis of race, color, national origin or ancestry, religion, sex, marital status, age, or handicap in any of its policies, procedures, or practices. This nondiscrimination policy covers admission and access to, and treatment and employment in college programs and activities, including but not

limited to academic admissions, financial aid, educational services, and employment. Delta College has adopted an affirmative action policy which shall assure equal employment and educational opportunities to all minorities in the College, whether classified staff, faculty, students or administrators, in accordance with Executive Orders 11246 and 11374 and Revised Order No. 4.

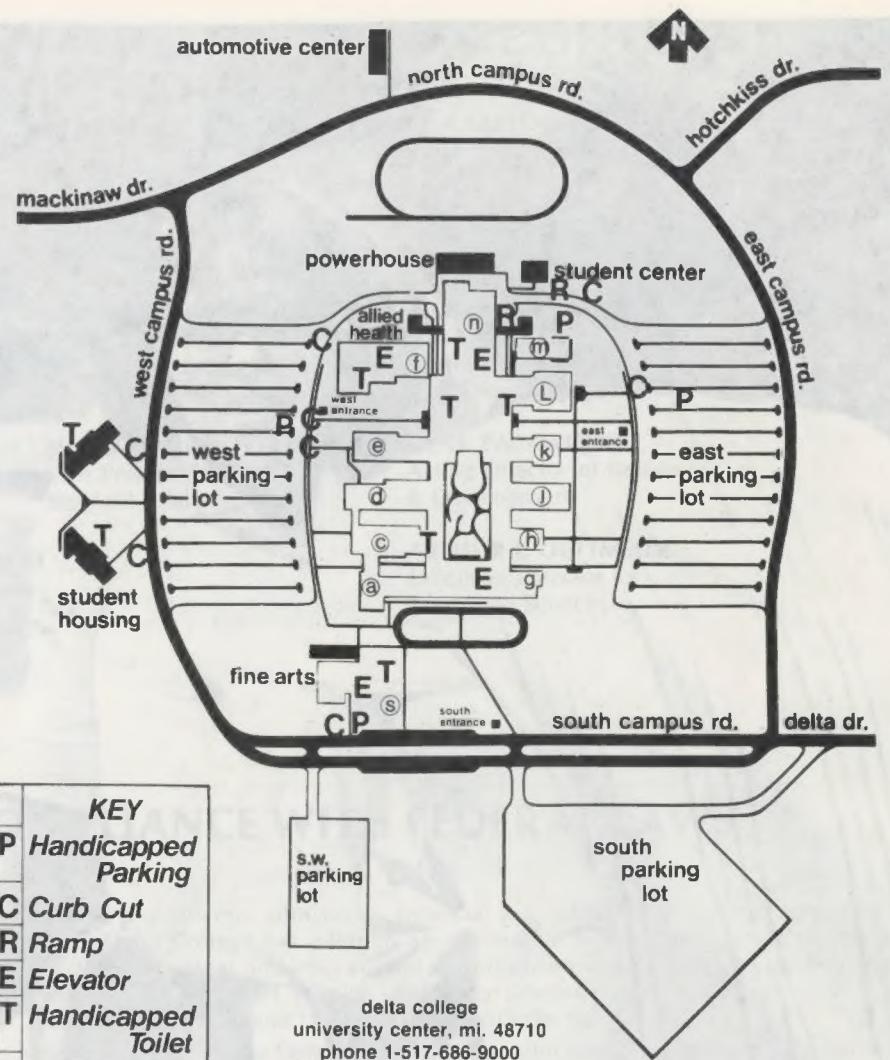
Inquiries regarding the Delta College nondiscrimination policy may be directed to the Affirmative Action Officer, Delta College, University Center, Michigan 48710. In the event that a person or persons wish to contact the Office of Civil Rights directly, they should address their inquiries to the Office of Civil Rights, Region Five, O. O. Barr, Title IX Coordinator, Pl. 9 Bldg., Room 222, 55 Erie View Plaza, Cleveland, Ohio 44114. Phone: (216) 293-4970.

In accord with the 1976 Higher Education Amendments, Section 493 A (P.L. 94-482), data and information regarding student retention at Delta College and, when available, the number and percentage of students completing programs is available to prospective and enrolled students who request information from the Delta College Office of Research and Development.

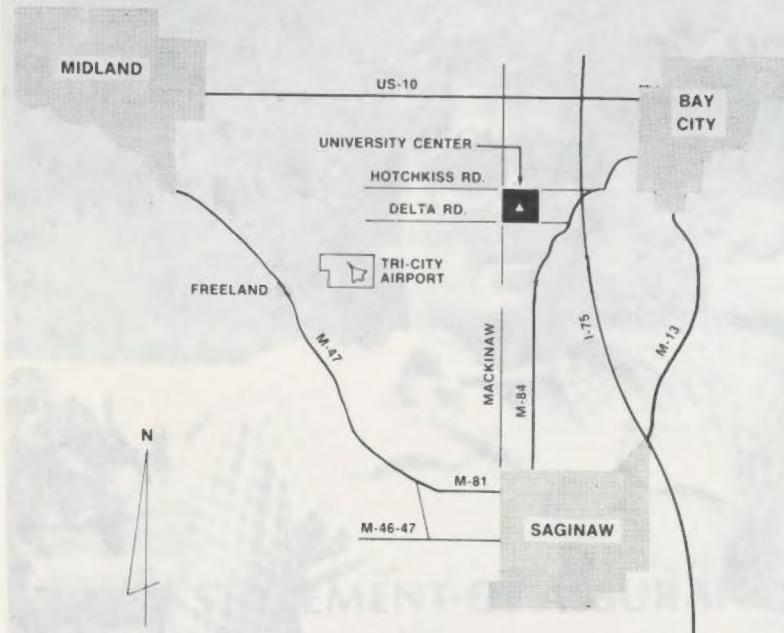
CAMPUS MAP



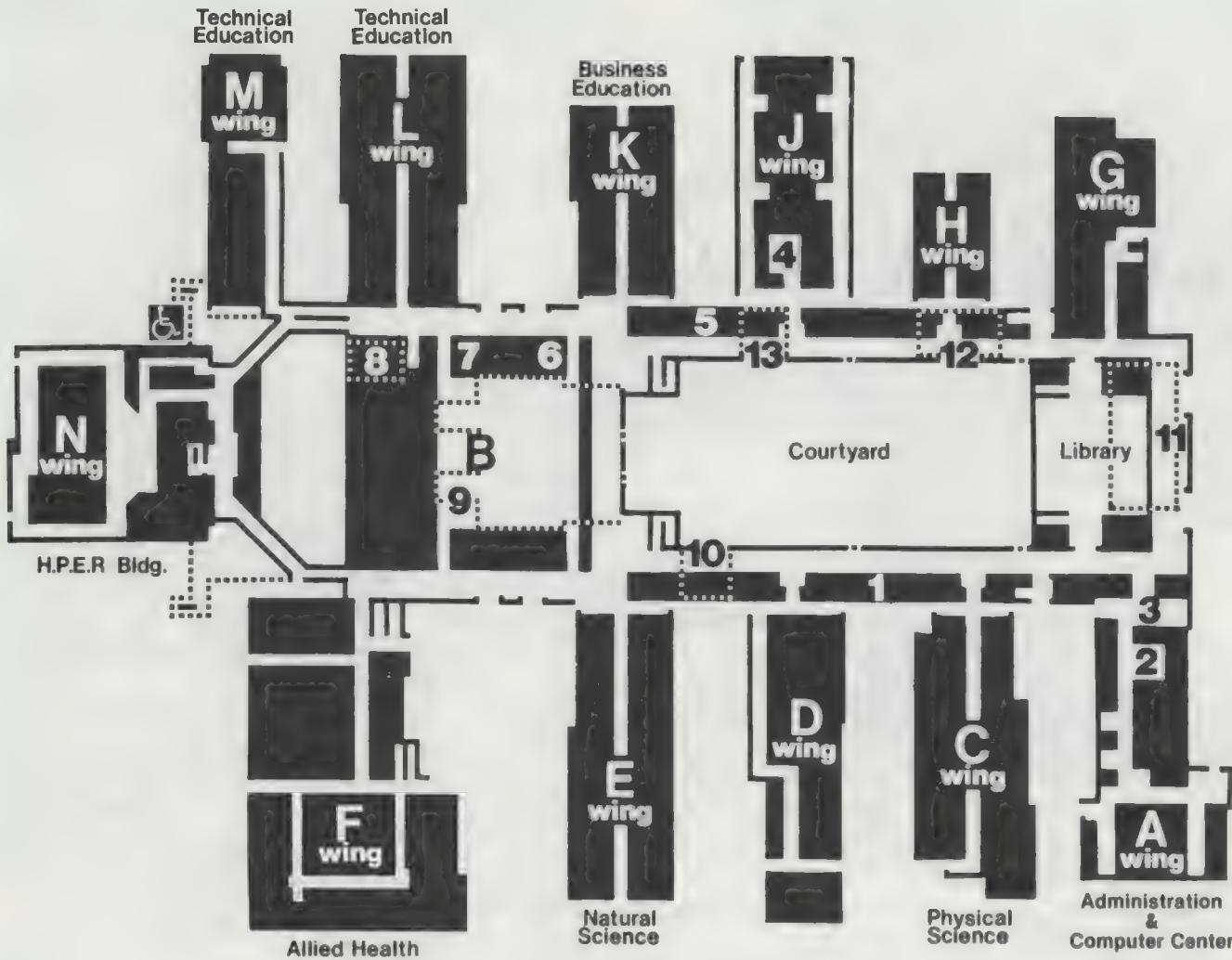
CAMPUS MAP



TRI CITY AREA



PHYSICAL PLANT LAYOUT



Main Floor

Admissions
Registrar Services
Registration Center
Financial Aid
Counseling
Campus Police
Health Services

Upstairs

Library

Downstairs

Commons [Food Service Bookstore]
Community Education
Television Dept./Channel 19 TV
Teaching/Learning Ctr.
Career Information Ctr.

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11
12
13

ACADEMIC CALENDAR 1984-86

ACTIVITY	SPRING '84 SEMESTER (15 Weeks)	SPRING '84 SESSION (7½ Weeks)	SUMMER '84 SESSION (7½ Weeks)	FALL '84 SEMESTER	WINTER '85 SEMESTER	SPRING '85 SEMESTER (15 Weeks)	SPRING '85 SESSION (7½ Weeks)	SUMMER '85 SESSION (7½ Weeks)	FALL '85 SEMESTER	WINTER '86 SEMESTER
Admissions Applications Accepted	May 5 Fri.	May 5 Fri.	June 28 Thur.	Aug. 27 Mon.	Jan. 4 Fri.	May 3 Fri.	May 3 Mon.	June 28 Fri.	Aug. 30 Fri.	Jan. 7 Tue.
*Registration Begins	Apr. 27 Fri.	Apr. 27 Fri.	June 3rd Wk.	Aug. 1 Wed.	Dec.-Jan. '84-'85	Apr. 29 Mon.	Apr. 29 Mon.	June 4th Wk.	Aug. 4th Wk.	Dec.-Jan.
Classes Begin	May 7 Mon.	May 7 Mon.	June 28 Thur.	Aug. 27 Mon.	Jan. 7 Mon.	May 6 Mon.	May 6 Mon.	July 1 Mon.	Sept. 3 Tue.	Jan. 8 Wed.
Last Add Day Without Written Approval	May 11 Fri.	May 10 Thur.	June 28 Thur.	Aug. 24 Fri.	Jan. 12 Fri.	May 10 Fri.	May 9 Thur.	July 3 Wed.	Sept. 9 Mon.	Jan. 14 Tue.
Holidays: College Closed	May 28 Mon.	May 28 Mon.	July 4 Wed.	Nov. 21 Thur.	Sem. Break Mar. 4-8	May 27 Mon.	May 27 Mon.	July 4 Thur.	Nov. 27 Wed.	Sem. Break Mar. 3-7
Last Day of Semester Classes	Aug. 20 Mon.	June 27 Wed.	Aug. 20 Mon.	Dec. 12 Wed.	Apr. 26 Fri.	Aug. 20 Tue.	June 26 Wed.	Aug. 21 Wed.	Dec. 19 Thur.	Apr. 29 Tue.
Commencement				Date to be Determined						Date to be Determined

*Further registration information is detailed in each semester's Class Schedule Booklet.

COMMUNITY EDUCATION CLASSES: Registration data, times and procedures are different from the above. Consult their Class Schedule published each semester.



INTRODUCING DELTA COLLEGE

General Information about Delta College

Resources and Services for the Student

Resources and Services for the Community

DELTA COLLEGE BEGINS

Although Delta College is a relatively new and independent institution, it has continued without interruption the educational opportunities previously provided by Bay City Junior College. The Bay City Board of Education voted in July, 1922 to establish the Bay City Junior College. As the demand for education beyond high school increased in the tri-county area the percentage of students attending the College from outside the K-12 Bay City Public School District steadily increased to the point that in the early 1950's approximately fifty percent of the total enrollment was non-resident, with about forty percent of the enrollment from Saginaw. Early in 1955 seven community leaders of Bay, Midland and Saginaw met to discuss the possibility of a tri-county college. Their interest and action prompted the following developments.

1955: Organization of Tri-County Committee of 300 individuals formed to study the needs of higher education in the Saginaw Valley area

1956: Final report of the Committee of 300 received, outlining the need to establish and finance a new college.

1957: Legislation submitted to the State of Michigan Legislature to finance and establish a new institution of higher education.

1957: Voters of Bay, Saginaw, and Midland counties formed a community college district under Act 182 of the Public Acts of 1957 and authorized a levy of 1.5 mills to construct and operate a college.

1958: Bonds sold to provide financial structure for Delta College and campus construction began.

1959-61: Members of the faculty and staff of Bay City Junior College assisted in planning for the new college. Many of the Bay City Junior College faculty, students and staff became part of the new college as Bay City Junior College operations were assimilated into Delta College.

1961: Delta College opens

CAMPUS SITE

The college is located on a 640-acre campus complex in Bay County. Noted for its beautifully landscaped center garden, the college has miles of nature grounds, an outdoor classroom, running and fitness trails, tennis courts, archery and golf areas, as well as a covered bridge. The natural surroundings of Delta College positively enhance the learning process of students. The Delta College site, at University Center, Michigan, in Bay County, lies almost midway between the counties' major cities of Saginaw (92,000), Bay City (49,000) and Midland (35,000). This triangle forms the heart of the Saginaw Valley area which is drained by the Saginaw River and its tributaries, northward to the Saginaw Bay and Lake Huron. Bay County adjoins the Bay, an important recreational area and water-way, whose ports are part of the St. Lawrence Seaway system.

TRI-COUNTY DISTRICT

The tri-county area is one of the major concentrations of population within the state. The 1970 population census reports an area population of approximately 401,000. Sixty-three percent of the people are classified as urban residents, with forty-four percent within city limits.

There are many ethnic groups in the tri-county district and they are represented in Delta's student body. Blacks constitute the largest minority group, with less than one percent in Midland County, approximately two percent in Bay County, and twelve percent in Saginaw. Over 25,000 individuals with Spanish surnames comprise a second minority group and make up about three percent of the tri-county population. Other ethnic groups are mostly European and Native American.

The high percentage of urban population can largely be explained by the concentration of industry within the area. Over ninety-five percent of the employed work force are in occupations other than agriculture. Each county has a major concentration of industry. The Dow Chemical Company and Dow Corning Corporation have large plants and international corporate headquarters in Midland. Bay City's employment centers around Chevrolet Motors. Saginaw, the largest industrial center, has a number of General Motors industries and has the largest foundry concentration in the country.

The Tri-County area is also well known for its agricultural products. Sugar beets, beans and potatoes are grown extensively throughout the Valley. On a national basis, Saginaw and Bay County rank number one and two in sugar production and one and five in bean growing, respectively. Beans are shipped from the area to foreign ports. The farms are operated with a high degree of mechanization.

ACCREDITATION

Delta College is accredited by and is a member of the North Central Association of Colleges and Secondary Schools. Initial accreditation was granted the College in October, 1962 by the Michigan Commission on College Accreditation. A status study to prepare for candidacy was submitted to the North Central Association of Colleges and Secondary Schools in May, 1964, as a first step toward regional accreditation. College officials were notified in July, 1966 that the College had been accepted as a candidate for accreditation based on a report of a North Central visitation team. The *Self-Study Report* was completed in May of 1967, and accreditation was granted in April of 1968. North Central has subsequently reaccredited the College in 1973 and 1984. The College is scheduled to be evaluated in 1993-94. Several occupational academic programs also have received additional accreditation status from their corresponding professional boards, councils or regulatory groups. These groups are specified by name within the program descriptions stated within Section III of this catalog.

Delta College is also a member institution of the American Association of Junior Colleges, the Michigan Associations of Collegiate Registrars and Admissions Officers, and the Michigan Academy of Arts, Sciences, and Letters.

NATIONAL LEAGUE FOR INNOVATION

Delta College is a charter member of the National League for Innovation in the Community College. The League is comprised of seventeen college districts with 54 campuses in eleven states, enrolling more than 500,000 students. Delta's membership is significant recognition that it is devoted to improvement of learning through experimentation and innovation. The League places a strong emphasis on research, evaluation and dissemination of information on innovations. In this way, potentially valuable new approaches to instruction are made known and an opportunity is provided to judge their suitability for use at other colleges. Participation in League activities enables Delta to adapt and adopt those innovative practices which have proved effective elsewhere, while sharing the results of its own innovations with colleges in other districts. This means that residents of the tri-communities of all ages have the opportunity to share in the benefits of improved instruction, and services provided by the institution.

MISSION STATEMENT: AIMS AND OBJECTIVES

Delta College is a community college with comprehensive aims and objectives determined by the residents of Michigan, the citizens of the Delta College District, the students, faculty, staff, administrators, and the Board of Trustees.

The College is dedicated to meeting the educational needs of its constituents who desire the opportunity to participate in the College program and to an open relationship with business, industry, and the professions as well as other institutions or groups where cooperative efforts may be mutually beneficial. Delta College is com-

mitted to continue and expand its involvement in the social, cultural, and economic development of the community.

MAJOR GOAL STATEMENTS

1. Provide equal opportunity through its employment practices, educational programs, and through the many services it provides to the community. The College will make all personnel decisions, offer programs that will foster educational opportunities, and maintain a program of services designed to serve the total community without regard to race, color, religion, sex, age, national origin, or physical handicaps.
2. Develop and maintain services and programs to assist its constituents in their career preparation and development.
3. Create a learning environment which will develop the student's ability to synthesize knowledge, use problem-solving techniques, and acquire the capacity for self-directed learning.
4. Create and maintain an atmosphere that encourages working toward the College's goals and fosters open communication between students, faculty, administration, staff, and Board of Trustees.
5. Respond to technological, economic, and social changes in order to develop meaningful curricula which meet the changing needs of the population.
6. Provide the opportunity for life-long learning to all community residents.
7. Be committed to a multi-facet approach to learning and to using teaching methods designed to stimulate and increase student learning.
8. Encourage and assist students, faculty, staff, and administration in the development of creative ideas.
9. Assess the effectiveness of the learning experience.
10. Provide programs which prepare students for advanced study and promote high scholarly standards.
11. Provide services which help students to identify and achieve personal goals and to achieve self-confidence.
12. Establish and maintain an ongoing system to reevaluate college goals and performance in relation to each stated goal.
13. Recognize that learning takes place within the learner and grant academic credit based on achievement regardless of the teaching/learning structure.
14. Provide a variety of learning options such as flexible starting and completion dates, time options, class lengths and delivery systems.
15. Provide a variety of stimulating intellectual and cultural activities both on and off campus.
16. Promote optimum level of health and physical fitness for the community.
17. Assist the community in understanding and improving American society and culture.
18. Actively participate with government agencies in the identification of needs and in the provision of public services to the community.
19. Provide opportunities for heightening the appreciation and participation in a variety of the visual and performing arts and humanities.

PROFILE OF STUDENTS

When Delta College opened its doors in September, 1961, there were 1,800 students, and with few exceptions, enrollment has increased every semester. In the Fall 1983 semester, approximately 10,700 students (academic and skilled trades plus 3,000 community education) were enrolled in courses and programs on campus and throughout 30 neighborhood centers. Who are these students and why do they enroll at Delta? Actually, there is no Delta College student stereotype as students differ considerably in their ethnic, social, economic backgrounds and educational goals. Most (about 90%) students reside in the tri-county district or come from other Michigan counties and more students are enrolled on a part-time basis than those attending full time because most students are also working full or part time. Some are rich, some are poor, most are

neither but approximately 70% of students enrolled for 6 or more academic credit hours receive some form of financial aid. Some have precise career plans while others want to explore before they decide, some are taking classes for personal enrichment reasons. What most have in common, though, is that they are seeking to learn and improve their lives. Over the years students have been asked by the college about their reasons for choosing and attending Delta and the five major reasons given have been: location of Delta (close to home and/or work); curriculum or programs offered; low costs; course work relevant to goals; quality of instruction. The diversity of students at Delta College is illustrated below.*

Student Credit Hour Load

1-5 Credit Hours	30.8%
6-8	18.4%
9-11	12.2%
12 or more Credit Hours	38.6%

Class Designation

Freshmen	62.3%
Sophomores	37.7%

Student Age Distribution

17-21 years old	45.1%
22-25	17.1%
26-30	15.2%
31-45	19.4%
46 and over	3.2%
Not designated	.5%

Geographic Residences

Bay County	30.4%
Midland County	15.5%
Saginaw County	44.7%
Other Michigan Counties	9.1%
Other States	.2%
Foreign Countries	.1%

Ethnic Backgrounds

Black	7.6%
Caucasian	88.6%
International	.12%
Oriental	.4%
Spanish American	2.8%
American Indian	.48%

Declared Curricula Choices

Occupational Programs		
Business	22.2%	
Health	17.8%	
Public Service	3.8%	
Skilled Trades	3.2%	
Technical	10.1%	
Transfer Programs	17.8%	
Personal Enrichment	7.6%	
Undecided	15.2%	
Not designated	2.3%	

Sex of Students

Males	39%
Females	61%

Class Times Attending

Day hours only	49%
Day and evening combination	14.4%
Evening hours only	36.6%

*Figures based on Fall, 1983 semester and pertain only to students enrolled in academic courses.



RESOURCES AND SERVICES FOR THE STUDENT

INTRODUCTION

Delta College, being a comprehensive community college, offers college transfer courses, technical-vocational curriculums, and community service courses. Delta attracts a student body with a vast difference in age, ability and social backgrounds. As a result of this setting, the successful instructional program must be complimented by competent learning resources, developmental courses, student counseling, advisement, career planning, placement, financial assistance, extra-curricular activities, registration and record-keeping. Students, in addition to learning academic or vocational skills, need to learn to relate and communicate with other people and to make intelligent choices in a society marked by complexity, change, and constant decision confrontations.

A conceptual model for the community college attempts to keep the student as the heart of the total educational enterprise. All programs, services and facilities exist because the student is here. Functionally, the College is organized to provide administrative, instructional and student services to the student clientele and community at large. Learning is the vital process, and the goal of the institution is to create an environment which will facilitate learning.

Therefore, the role of the following services is to enable the student to take full advantage of a total learning process. These services have been developed to complement each learning activity, leading to fulfillment of individual educational potential.

**RESOURCES AND SERVICE AREAS ARE LISTED IN ALPHABETICAL ORDER.
OFFICE HOURS STATED ARE BASICALLY FOR THE FALL AND WINTER SEMESTERS AND WILL VARY BETWEEN MAY AND AUGUST**

ADMISSIONS OFFICE

Location: Main Building
between C & D wings

Phone: 686-9091
or 686-9092

*Office Hours: Monday—Thursday 8:00 A.M.—7:30 P.M.
Friday 8:00 A.M.—4:30 P.M.

The Admissions Office is a Community Information Service Office. Its main purpose is keeping the community aware of the many services and program opportunities offered by the college. Its staff has the mobility and flexibility of presenting programs and services both on and off-campus. The admission staff provides direct liaison activities with potential students, high schools, agencies, industries, and other community groupings.

SERVICES OFFERED

- Community visitations
- Presentations to community groups
- Pre-enrollment information
- Developing and co-ordinating special campus information programs
- Campus tours
- Co-ordinating special activities that are requested and/or needed by prospective students
- Processing applications (academic, community affairs, skilled trades)
- Issuing student numbers and student I.D. cards

MATERIALS OFFERED

- Applications
- Brochures
- Catalogs
- Information packets by curriculum

BOOKSTORE

Location: Main Building Lower level
N.W. corner of Commons
Phone: 686-9030

Store Hours: Monday—Thursday 7:45 A.M.—5:00 P.M.
5:45 P.M.—8:30 P.M.
Friday 7:45 A.M.—4:30 P.M.

The Delta College Bookstore is a modern, self-service facility dedicated to providing the best possible service to students, faculty and staff.

MATERIALS SOLD

- Textbooks
- Workbooks
- Lab manuals
- Paperbacks & magazines
- Study aids
- Sportswear
- Greeting cards
- School supplies
- Art materials
- Drafting equipment
- College rings
- Stuffed animals and other novelties

BUS TRANSPORTATION

Bus transportation from Bay City, Midland and Saginaw and return is provided by commercial operators. This service allows the student to arrive early each day in time for class and return home at the close of classes.

Detailed bus schedules may be picked up at the Admissions Office, Counseling Center or the Registration Center at Delta throughout the school year

CAMPUS POLICE DEPARTMENT

Location: Main Building
Room B-101—Across
from East Main Entrance

Phone: 686-9111

Office Hours: Open 24 hours a day; 7 days a week

The Campus Police Department is primarily responsible for providing safety and security services, enforcing traffic and parking regulations and conducting criminal and accident investigations. All Campus Police Department Officers are required to meet the Michigan Law Enforcement Officers Training Council Minimum Training Standards as prescribed by State Statute. In addition, Officers are Deputy Sheriffs of Bay County. Members of the college community can contribute greatly to the safety of students, staff and other individuals by utilizing preventive measures and reporting to the Campus Police Department violations of the rights of others.

SERVICES PROVIDED

- Protection of persons and property
- Traffic control and enforcement
- Public and motorist assistance
- Enforcement of state and local laws
- Enforcement of college rules and regulations
- Issuance of Car Pool Special Parking Permits
- Crime prevention
- Lost and found
- Emergency first-aid
- Criminal investigations
- Accident investigations

PARKING AND TRAFFIC REGULATIONS

All individuals using vehicles on Delta College property are expected to comply with college and/or state regulations and laws pertaining to parking, traffic and vehicle use. Violations of college rules will result in fines and penalties ranging from \$1.00 to having the vehicle towed away at the expense of the owner. Operators in violation of State Law provisions applicable to the campus will be issued a traffic citation—complaint, which will require the violator to appear in the 74th District Court in Bay County

A copy of the Delta College Traffic & Parking Regulations is available from the Campus Police Department.

CAREER DEVELOPMENT & PLACEMENT SERVICES

CAREER DEVELOPMENT SERVICE

Location: Main Building Lower level Phone 686-9072
East Concourse

Office Hours: Monday—Thursday 8:00 A.M.—8:00 P.M.
Friday 8:00 A.M.—4:30 P.M.

The Career Development Service assists students, faculty, staff, and the general public wanting career information pertaining to either a specific occupation or a general career field. The comprehensive resources include information about occupations, colleges and universities, and technical schools. These varied resources and the staff will assist individuals in finding answers to topics such as:

- employment outlook
- wages and salaries
- educational requirements
- advancement opportunities
- personal qualifications
- training programs
- employer literature
- resumes & interviewing
- employment trends

Personal assistance is provided on a "walk-in" basis by staff members, student assistants, career information specialists, and professional counselors. The center also arranges field trips to many of Michigan's 4-year colleges & universities each year.

In addition to the many handbooks, career briefs, soft and hard cover guide books, the center also has available the following resources:

Audio-Visual Resources: Almost 150 cassettes, slides or filmstrips describing occupations, employment opportunities, job duties, etc. are available.

Career Files: The career files are composed of an alphabetical listing of over 1,300 occupations. The files are current career information pamphlets, briefs, and monographs explaining educational requirements, employment outlook, earnings, and advancement opportunities.

Employer's Library: Current literature explaining companies in the Tri-County area as well as the state of Michigan and the United States is available at the CDC. The literature will explain what the company sells, manufactures, or the services it produces and the variety of occupations within the company. This section is valuable to individuals researching specific companies in preparation for an interview or a job search.

Michigan Occupational Information System (MOIS): (1) The MOIS is career information put on microfilm reflecting the jobs in Michigan. The job outlook, earnings, advancement opportunities and places of training are derived from Michigan statistics. (2) The microfiche contains information on over 400 different occupations, Michigan Post-Secondary Programs and schools, Michigan Apprenticeship Programs, and Military Training Opportunities. The information explains programs of study, admissions requirements, cost, etc., for all of the community colleges, public colleges, private colleges and universities, and private vocational schools in Michigan.

SIGI: Computerized Guidance System

SIGI (System of Interactive Guidance & Information) is a computer assisted career decision making program designed to help students understand and make career decisions.

The process allows students to individually examine and weigh work values, locate and compare occupations, plan steps to enter occupations and learn a strategy for making an informed, realistic decision. SIGI not only offers a wide array of career information but also supplies a model for decision making that can be applied to other areas of life. This is a free service to Delta College students, staffed cooperatively between the Counseling Center and Career Development and Placement Services.

PLACEMENT SERVICES

Location: Main Building Phone: 686-9075/686-9074
Lower level, East Concourse

Office Hours: Monday—Friday 8:00 A.M.—4:30 P.M.

Placement Services utilizes a centralized concept in providing services to students, college graduates and alumni seeking employment. People seeking part-time on-campus student employment and work study positions, part-time, summer, temporary or full-time career. Realizing that each client has different needs, Placement Services has developed a variety of ways to provide assistance to the job seekers.

Graduates, alumni and other job ready students can obtain assistance in obtaining full-time career employment by registering placement credentials with Placement Services. Once credentials are on file, candidates are notified of jobs employers listed with Placement Services. Job candidates can also include as a part of their placement credential file, letters of recommendations and faculty appraisal forms. Copies of credentials and recommendations will be sent to prospective employers at no charge to the candidate.

Students seeking summer or temporary off-campus employment can receive assistance by filling out a Student Employment Application Blank and registering with the "Job Mart" Service. The Job Mart serves as a clearinghouse for local employers seeking college students to fill part-time, summer, or temporary jobs with their firms. As jobs become available, students registered with the Job Mart are notified and assisted in arranging interviews. Whenever possible, students are referred to part-time jobs that are related to their program of study, thus providing them with some exposure and experience in their career area.

Placement Services will also assist the job seeker in developing other skills and materials to carry out a successful job search. Assistance in developing resumes, letters of application, interviewing techniques, and other related items is available.

VOLUNTEER SERVICES

Location: Main Building, Lower level Phone: 686-9336
East Concourse

Office Hours: Monday—Thursday 9:00 A.M.—3:00 P.M.

The Delta College Volunteer Program facilitates the placement of Delta students as volunteers in non-profit agencies and institutions throughout the tri-county area. Through their volunteer assignments students are (1) helped to broaden their educational experience at a practical level, (2) provided an opportunity to explore various career possibilities, and (3) assisted to use their time, talents, and skills in a constructive manner for the betterment of the tri-county communities.

The Volunteer Program matches students with local agencies that are in need of volunteers. Students benefit by gaining on the job insight into a career in which they may pursue. Students also have the option of earning up to 3 semester hours of academic elective credit for approved volunteer work.





PARENT AWARENESS: DEVELOPMENTAL DISABILITIES PROGRAM

Location: Main Building
Community Affairs Division
Rooms: A-56, A-58, A-58B

Office Hours: Monday—Friday 8:00 A.M.—4:30 P.M.

The Delta College Parent Awareness Program is a Federal grant funded through the Council for Developmental Disabilities in Lansing. The Program is free to parents of developmentally disabled children, adolescents, and adults, and open to other interested individuals.

Ten-week programs are being offered in 14 counties throughout the State of Michigan. The materials used are based on direct feedback from participants and address such prime concerns as behavior of the child in the home, living and working alternatives, communication and self-esteem, and legal issues.

QUALITY OF WORK LIFE CENTER

Location: Main Building
Room E-130

Phone: 686-9546

Office Hours: Monday—Friday 8:00 A.M.—4:30 P.M.

Delta College has established a Quality of Work Life Center on its campus. A primary objective of the QWL Center is to provide QWL-related resources to both management and unions within the Valley who have either an interest in or a need for such resources.

The following services are currently being provided by the Center:

- Serving as third-party facilitator in order to assist area companies and unions in the initiation and implementation of the QWL process.
- Providing information to area companies and unions interested in learning about the QWL process.
- Developing and sponsoring QWL conferences, seminars and other QWL-related events.
- Developing and offering QWL-related training programs for those area businesses and unions who have a need for such activities.

TELELEARNING (TELECOURSES)

The Office of Telelearning is responsible for the development, promotion, management and evaluation of telecourse and telelearning activities at the College.

Location: Main Building
West Concourse
A-61

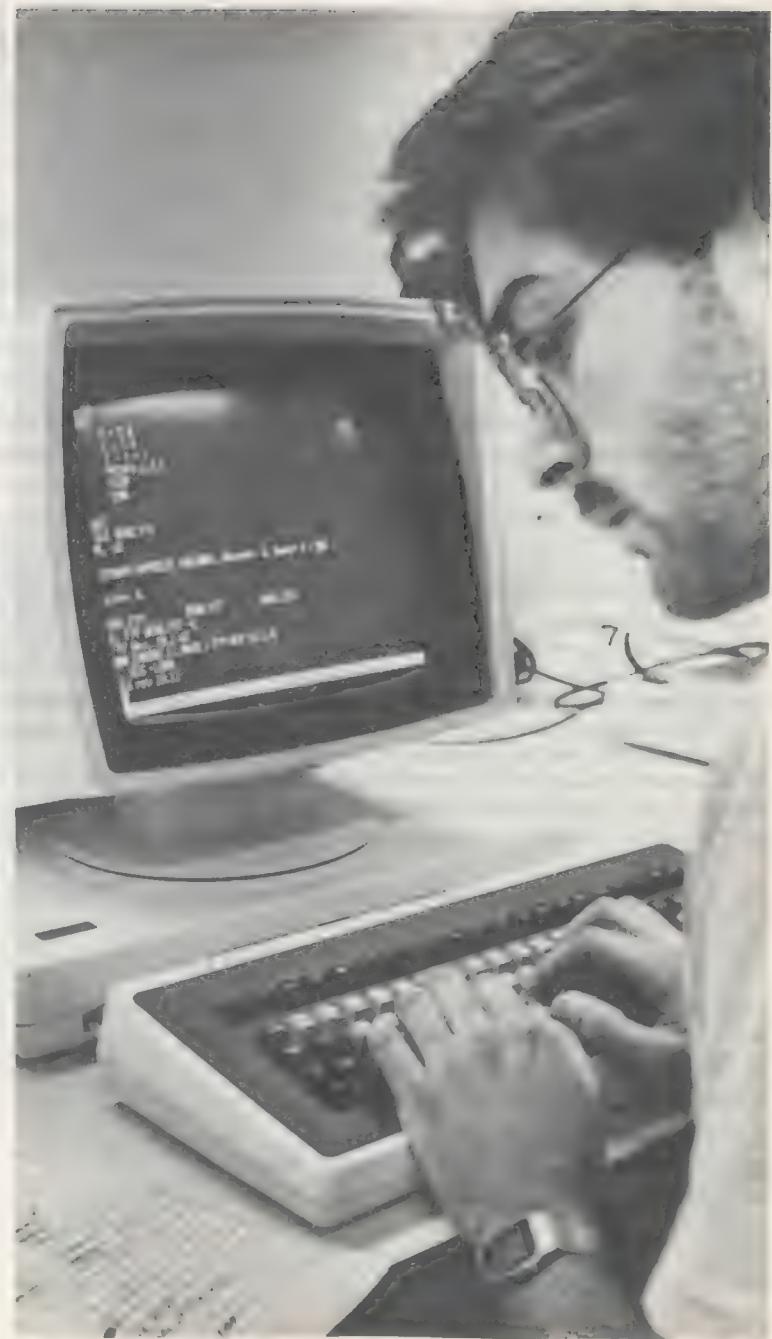
Phone: 686-9398

Telelearning is a new and exciting way to earn academic credit at Delta College by viewing one or more telecourses over Delta's WUCM, Channel 19. Telecourses are a perfect way to learn if you work a varied schedule, are temporarily disabled, would like to try college without the problems of costly travel and time, for upgrading office skills or even "for the fun of learning."

When you enroll in a telecourse, you receive detailed course information, a broadcast lesson schedule and an examination schedule. You meet with a faculty facilitator in an orientation session. A phone number is available for asking questions or obtaining assistance throughout the course.

Nearly 1,000 people annually are enrolling in telecourses because of the convenience of being able to view the classes via T.V. in their own homes.





CAREER PLANNING RESOURCES AND SERVICES

Career education is defined by the Michigan Department of Education as: "The delivery of skills to students which will provide them with the ability to explore, understand and perform in their life roles while learning, working and living." The two major components of career education are:

- (1) CAREER PREPARATION, which is the academic and vocational instruction intended to provide the basic skills and employment skills necessary for fulfilling life-career roles. These skills are gained through classroom, laboratory and on-the-job experiences provided students in the courses and curricula offered at Delta College.
- (2) CAREER DEVELOPMENT, which is the personal knowledge and individual skills a student needs to plan and establish for life-career roles. These skills are gained through participation in the several programs and activities offered by Delta College. The elements of career development are self-awareness and assessment, career awareness and exploration, career decision making, and career planning and placement.

Effective career decision making is not an instinct—it is a learned skill! Therefore, students must know what their interests, aptitudes, skills and values are in order to make choices involving their career and how they will live their lives. They must also know how to get information about work and education and how to make decisions. Once students make tentative career choices, they must know how to seek and keep a job and the importance of planning and goal setting. Also, it is very important individuals know how to recycle themselves through the career decision-making process because a person's personal characteristics and needs may change and the increasingly complex and uncertain job market may affect employment opportunities. All students are encouraged to make use of the many career planning and development resources and services of Delta College for assistance in deciding about a career, planning for realistic entry-level jobs, and visualizing a career path for the future. The following is a basic outline of the career development process.

Goal I: SELF AWARENESS AND ASSESSMENT

(Who am I and what do I want?)

You can become more aware of yourself and others by:

- developing a positive self-identity
- honestly assessing skills, interests & abilities
- developing interpersonal communication skills
- Identifying your occupational values
- prioritizing personal and occupational values
- learning how to establish and meet realistic goals

Goal II: CAREER AWARENESS AND EXPLORATION

(What do I know about careers?)

You can become aware of and explore life-career roles by:

- understanding the relationships between occupational role, leisure role, citizen role, family role and life style
- getting involved in activities, classes, and volunteer or paid jobs that will help you develop skills related to a career area which interests you
- using available career information to identify career specifics such as work environment, salary range, training/education requirements, employment outlook, career levels and/or advancement opportunities, nature of the job, etc.

Goal III: CAREER DECISION MAKING

(How do I choose?)

You can develop and utilize decision making skills by:

- knowing how to identify problems or consequences of a particular decision
- assessing alternative courses of action
- examining and weighing the pros and cons of alternatives
- projecting/predicting the likely outcomes of alternatives

Goal IV: CAREER PLANNING AND PLACEMENT

(How do I get what I want?)

You can develop and implement plans to reach career goals by:

- acquiring the training and education necessary
- developing specific strategies that include the how, what, when and where of an action plan
- learning job search techniques which include knowing how to use job and placement services, learning to write resumes and letters of inquiry and application, learning how to conduct your part of a job interview

FROM A TO Z

Many Delta College departments and offices provide a variety of career resources and services designed specifically to assist students make career choices and satisfying life-style decisions. These quick highlights from "A to Z" represent just some of the opportunities available.

Alumni representing over 75 different career fields serve as volunteer career consultants.

Business Division Co-op programs provide on-the-job experience training while students earn college credit.

Counselors aid students in processing personal and career information to fit individual needs and concerns.

Decision making training teaches students valuable skills they can use in making important choices.

Employment outlook information giving current statistics for Michigan and the nation is available in the Career Development and Placement Center.

Field trips to transfer Michigan colleges (arranged by Delta) provide a chance to visit the campus and assess their facilities and programs.

Guest speakers are frequently invited to classes and special seminars to share their experiences and opinions of current careers.

Human Development Center programs and classes assist adults initiate, maintain and change interpersonal relationships relating to life and work goals.

Interviews with local business and industry representatives bring job offers to Delta students.

Job Mart Boards posted throughout the Delta campus contain listings of current job vacancies in the Tri-County area.

Knowledge of the world of work comes alive when students attend special presentations and "Career Days" on campus.

Lifelong planning maps a method for students to use to assess and to act on short and long range goals.

Michigan Occupational Information System available to Delta provides specifics about employment and career opportunities in Michigan.

Nontraditional career paths can be explored through special programs and materials designed to encourage individuals to broaden their range of career choices.

Orientation sessions for new college "undecided" students answer the question, "How do I start planning for school and a career?"

Placement Services use the latest techniques to contact local and national businesses and match Delta students to desirable employment.

Qualifications for entry into specific areas of employment can be obtained from the college's comprehensive career library.

Resume and letters of application are essential ingredients to a successful job search. Free workshops and printed materials help students with these items.

SIGI is the computer system set up to act as a tool to clarify work values and to learn a model for decision sequences.

Testing to assess interests, abilities, achievement levels, aptitudes and personality traits help students with their current stage of development.

University and transfer college catalogs give immediate access to Michigan post-secondary study opportunities.

Volunteer Program matches volunteers with agencies so students can benefit from on-the-job insight as they pursue certain careers.

Wage and salary ranges for general and specific fields of employment are updated continually so students can be aware of labor market trends.

X-Rated audiovisual materials are NOT included but other current filmstrips, slide shows and films demonstrate careers in action.

YOU—remain the central focus of the services at Delta College designed
—to create self-awareness
—to enhance career exploration
—to provide quality resources and to
Zero in on an appropriate, flexible and practical plan for your educational success and career goals.

CENTER (OFF-CAMPUS) SERVICES

Location: Main Building Phone: 686-9221
E-130 (between the D & E wings)

Office Hours: Monday—Thursday 8:00 A.M.—8:00 P.M.
Friday 8:00 A.M.—4:30 P.M.

The Office of Center Services is responsible for coordinating and providing services for off-campus centers which offer Delta's courses and services. The office develops community liaisons which allow for the availability of Delta's services, maintains a positive working relationship with Center Directors and develops and maintains communication channels with local communities to ensure cooperative educational opportunities exist within the local communities. The office attempts to bring the college into the community.

SERVICES OFFERED

- Coordination of: Admissions, Counseling, Registration
- Assists in the development and scheduling of Academic as well as Community Education courses within the Centers.
- Provides a scholarship program for graduates of the adult high school completion programs at the Centers.

CHILD CARE CENTER

Location: Y-Building Phone: 686-9334
Northeast of Main Building

Center Hours: 7:45 A.M.—3:15 P.M.
(closed during summer session)

This Center is accountable for providing an atmosphere of environmental enrichment for pre-school children (2½-6 years of age) with a balanced schedule of daily activities based on the developmental needs of pre-school children, including intellectual stimulation, emotional stability, large motor activity, rest and nourishment. The Child Care Center also provides an opportunity for Delta students to observe and participate in Child Care Center activities related to their academic programs of study. The Child Care Center serves children of Delta students (faculty/staff as space limitations permit) throughout the fall & winter semesters and spring session. For the fee schedule, please call the Child Care Center.

COUNSELING CENTER

Location: Main Building Phone: 686-9330
Between J & K wings

Center Hours: Monday—Thursday 8:00 A.M.—8:00 P.M.
Friday 8:00 A.M.—4:30 P.M.

Many important decisions and situations will confront students while they are at Delta College. They will need to make decisions regarding courses, curricula and career exploration; they may become involved in social and personal situations which make them feel confused and upset; and it may be likely the stresses of their college and personal lives will occasionally interfere with academic achievement. The primary goals of the Counseling Center staff are to help students deal effectively with such concerns and to assist individuals to understand themselves as they strive to realize their full potential. The Counseling staff is thoroughly committed to maintaining confidentiality in student/counselor communications.

The first contact with a counselor is generally at orientation time when the student's career and educational plans are discussed and the appropriate choice of courses is made. After enrollment, counselors are available as often as necessary to help students who are in search of self understanding or solutions to their academic, vocational, and personal problems. Services are provided on both an appointment and "walk-in" basis. Listed below is only a sampling of the variety of counseling services.

- **Academic Advising:** Curriculum guidesheets outlining required courses and providing career information for all Delta programs and most transfer curricula are prepared by Counselors and available at no cost to students. Counselors help students choose appropriate courses and assist with the registration process.
- **Transfer College Information:** Current Michigan college catalogs, admission application forms and a transfer equivalency guide (detailing which Delta courses transfer to other colleges) are available. Visits to Delta by transfer college admission representatives are coordinated and announced to students. Individual Delta students, upon their request, can obtain from the Counseling Center a computer-printed copy of specifically how their Delta courses should be accepted at 13 of the 15 Michigan public four-year colleges/universities. In addition to course transferability data, these print outs provide basic information about transfer admission criteria and procedures, grade standards for course acceptance and who students can contact at the transfer college if they have transfer problems.
- **Career and Life Development Courses:** These 1 credit courses taught by counselors are described in the Sociology course listings in this catalog.
- **Personal Counseling:** Counselors help students gain a better understanding of themselves and the emotional conflicts interfering with their daily lives and their college achievement.
- **Career Choice:** On an individual or group basis, counselors assist students with learning decision making skills, outlining strategies to reach goals and assessing their personal strengths and weaknesses.
- **College Orientation & Information:** Counselors acquaint new students with college programs, services and procedures plus serve as a central informational resource.

OFFICE OF FINANCIAL AID

Location: Main Building
J Wing

Phone: 686-9080

Office Hours: Monday—Friday 8:00 A.M.—4:30 P.M.

The goal of the College's financial aid program is to assist in removing economic barriers which may limit an individual's opportunity for additional education. A number of aid programs are available; grants, loans, part-time employment and scholarships. A single request for assistance will ensure consideration for every kind of aid offered by Delta College.

The foundation of all financial aid packages is generally the PELL Grant administered by the U.S. Department of Education. Students who will be enrolled for six or more academic credits per semester should submit the PELL application at least 6 weeks before a semester begins. This will enable the Office of Financial Aid staff to completely evaluate all applicants and make financial awards accordingly. Detailed information about financial aid procedures, conditions of eligibility and types of aid available is in Section II of this catalog.

FOOD SERVICES

Location: Main Building
Lower level

Phone: 686-9035

Food Service Hours: Monday—Thursday 7:00 A.M.—9:00 P.M.
Friday 7:00 A.M.—3:30 P.M.

Food services ranging from snack bar type items to full meals, lounge facilities, and meeting rooms are provided in the "Commons" area which is located at the North-end of the Main Building, Courtyard level. Vending machines offering hot and cold drinks, candy, gum and other snack foods are also located in the Main Building, Fine Arts Building and college resident halls (dorms). The resident hall students are also provided with a meal contract that extends our service through the weekends. We also provide catered meals for special events for the College and community groups. Our cafeteria is used by the students and staff as a student union and includes many of the functions normally provided by a student union facilities. The goal of the Food Service Department is to provide top quality food and service to the students, faculty, staff and the community, with congenial service in pleasant surroundings.

HANDICAPPED AND DISADVANTAGED STUDENT SERVICES

Location: Main Building
Room B-116

Phone: 686-9096

Office Hours: Monday—Friday 8:00 A.M.—4:30 P.M.

The Office of Handicapped Student Services provides direct services to students, as well as assistance to Delta faculty and staff who work with handicapped students.

Specialized services include coordination of tutoring, reader service for the blind, interpreters for hearing impaired, adapted equipment, such as electric Amigo wheelchairs, orientation to the campus, and campus maps detailing ramps, restroom facilities, elevator location, and parking. Reserved parking by permit is available for handicapped students.

Students can be assisted through regular channels of admissions, financial aid, registration, counseling, etc.

Students who are academically, socially, or economically disadvantaged or physically handicapped can receive additional services through Project DEPTH (Developing Educational Potential Through Humanization). The Project staff works closely with Michigan Rehabilitation Services, Department of Social Services, M.E.S.C., United Way agencies, and other groups to ensure that handicapped students find college a rewarding experience.

HEALTH SERVICES

Location: Main Building
Room B-103

Phone: 686-9333

Service Hours: Monday—Thursday 8:00 A.M. to 10:00 P.M.
Friday 8:00 A.M.—4:00 P.M.

Staffed by Registered Nurses, the office is accountable for promoting and ensuring the optimum effectiveness of students and faculty/staff through an ongoing and organized program of health screening, advising, assisting, referral, and follow-up. The office works closely with students, faculty/staff and community agencies to provide individuals the opportunity for treatment of minor injuries, first-aid, health counseling and referral support for major injuries and professional assistance. Services provided include:

- Emergency First Aid and direct treatment for minor injuries or illnesses
- Health screening—blood pressure, T.B. skin tests, weight, etc.
- Health referrals (assist with locating medical assistance)
- Health counseling and providing preventative health care materials
- Dispense across-counter drugs as appropriate
- Health insurance information and applications
- Maintenance of student health records

HOUSING SERVICES

Location: Main Building Phone: 686-9400
C-138 between C & D wings

Office Hours: Monday—Friday 8:00 A.M.—4:30 P.M.

The college operates two residence halls for students: North Hall for men and South Hall for women. Each hall houses 80 students in 40 double rooms. Yearly fees include room and 14 or 19 meals per week.

Housing applications for residence hall accommodations may be obtained from the Housing Office. Reservations are confirmed on a "first-apply/first-serve" basis after housing contracts and deposit are received. In addition to providing on-campus housing information and processing housing applications, other services include: programs for residential students which are designed to promote individual growth through extracurricular collegiate experiences; maintain liaison with Conference Development to provide conference participants on-campus housing; provide off-campus housing information, and provide housing for faculty and staff when space permits.

INTERNATIONAL STUDENT SERVICES

Location: Main Building Phone: 686-9090
between C & D wings

Office Hours: Monday—Friday 8:00 A.M.—4:30 P.M.

The Office of International Student Services provides a comprehensive program for International Students which includes the following.

- Disperse, collect, evaluate and process admission applications
- Provide orientation programs for new International Students
- Provide liaison between community and International Student population
- Promote special on-campus activities for International Students
- Provide direct liaison between student, college, and U.S. Office of Immigration
- Provide special information packet, including admissions application and list of admission requirements and procedures designed to assign potential applicants
- Provide necessary forms required by the U.S. Office of Immigration.

Delta College operates on a quota base admission policy and will only accept a limited number of International Students per semester. It is recommended that International Students apply for admission at least 6 to 9 months before their enrolling semester. Admission criteria is outlined in Section II of this catalog

INTRAMURAL AND INTERCOLLEGIATE ATHLETICS

Location: Physical Education Building Phone: 686-9023
Main office N-140

Office Hours: Monday—Friday 8:00 A.M.—4:30 P.M.

This office is accountable for the continued development, growth and activities of the intercollegiate and intramural athletic programs. Delta offers an extensive intercollegiate and intramural program for men and women. Delta is a member of the Michigan Community College Athletic Association (MCCA) and the National Junior College Athletic Association (NJCAA)

INTERCOLLEGiate SPORTS INCLUDE:

FOR MEN	FOR WOMEN
Soccer	Basketball
Basketball	Volleyball
Tennis	Softball
Golf	

INTRAMURAL PROGRAMS INCLUDE:

(Additional activities may be included by student request.)

FALL

Flag football (Men and Women)
Golf
Tennis
Co-ed volleyball
Two-mile run
3-3 basketball
1-1 basketball

WINTER

Water polo (Co-ed)
Basketball (Men and Women)
Volleyball (Men and Women)
Badminton (Men and Women)
Racquetball (Men and Women)
Pickleball (Men and Women)
Table tennis

STUDENT CLUBS AND ORGANIZATIONS

American Institute of Architects
Architect Club
Black Student Union
College Programming Board
Collegiate (Student Newspaper)
Delta DELTAHS
Dental Assisting Club
Dental Hygiene Club

Dialogue (Literary Publication)
Fashion Group
Instrument Society of America
Inter-Varsity Christian Fellowship
North American Indian Student Organization
Nursing Club
Phi Theta Kappa
Physical Therapy Club

Pre-Engineering Students Association
Residence Hall Association
Ski Club
Student Senate Liaison Committee
Vets Club
Viva Club
Volunteer Club



LEARNING RESOURCE CENTER

Location: Main Building
Two entrances—across
from A wing and G wing

Phone: 686-9307

Office Hours: Monday—Thursday 7:30 A.M.—8:30 P.M.
Friday 7:30 A.M.—4:30 P.M.
Saturday 8:00 A.M.—2:00 P.M.

No Saturday hours during Spring and Summer term.

The Learning Resources Center has two major divisions. The Library is an integral segment of the total learning environment. The Audio-Visual division is a major service facility for students and faculty.

1. LIBRARY

The library has a collection of over 93,000 volumes and extensive back file of periodicals. Most periodicals have current indexes available which makes the extensive holdings very accessible. Newsbank is a microfilm file of current newspaper articles from all over the country and is indexed by subject. In addition to the above, the library has newspapers, pamphlets and records.

The library meets the standards of the Association of College and Research Libraries, a section of the American Library Association. The library is also a selective depository for United States government documents and a number of United States government periodicals.

If a requested book or periodical is not available at Delta, every effort is made to procure it within the least possible time. A catalogue of all books and periodicals held by all libraries in this nine county area is maintained in the library.

II. AUDIO-VISUAL

The Audio-Visual Division offers equipment and production services. The equipment for student use within the LRC includes slide projectors, record players, tape recorders, video tape players, and related projection equipment. Faculty and student organizations have extensive projection equipment available for use in accordance with the Senate Handbook guidelines. Audio-Visual production services are available through the Instructional Media Specialist and the Instructional Artist.

The Learning Resources Center offers Audio-Visual Laboratories for individual instruction and study

ADDITIONAL SERVICES

- Library tours
- Library instruction
- Research services
- Assistance in preparation of classroom presentation for both faculty and students
- Private study rooms
- Bibliographic services
- Pictorial materials



PHI THETA KAPPA—XI DELTA CHAPTER

Phi Theta Kappa is an honorary scholastic organization for American community, junior, and technical colleges. Students are invited to membership in Phi Theta Kappa on the basis of scholarly achievement, leadership, citizenship, character, and faculty recommendations.

In particular, consideration for membership is given to full-time students on associate degree programs or degree transfer programs. A minimum cumulative grade point average of 3.5 for freshmen students and 3.4 for sophomore students is required. Initiations are held twice a year.

MINISTRY (DELTA CAMPUS) SERVICES

Location: Main Building
Admissions Office Area
C-139

Phone: 686-9485

Office Hours: Monday—Friday 9:00 A.M.—12 noon

Delta Campus Ministry is an ecumenical ministry supported and sponsored by denominations, individual churches, service organizations and interested individuals of the tri-county area. The staff provides counseling services, educational programs and studies, and acts as a liaison between Delta College and the church community.



REGISTRAR AND REGISTRATION CENTER

Location: Main Building
A Wing

Phones: Registrar 686-9305
Registration
Center—686-9395

Registration Center Hours: Monday—Thursday 8:30 A.M.—7:00 P.M.
Friday 8:00 A.M.—4:30 P.M.

The Registrar is accountable for the registration of all students in Academic and Community Education courses offered by Delta College and the establishment, maintenance and utilization of permanent records for all students.

SERVICES PROVIDED (Registrar)

- Evaluation of transfer credits
- Certifying credit hours for graduation requirements
- Transcript services
- Certifying students for V.A. and Social Security Benefits

SERVICES PROVIDED (Registration Center)

- Development and coordinating registration procedures
- Processing mail-in and campus registration
- Providing Drop/Add and late registration services
- Providing class schedule booklets and registration forms

System of Interactive Guidance and Information®

Delta College offers this computer program as a free service to its students. The main purpose of SIGI is to teach a logical method for making career choices, and it does this by showing the user how

- to select, define and rank what's important in a career
- to find job title possibilities which contain the key elements desired in an occupation
- to explore and gather information in an organized way
- to assess chances for success in beginning courses
- to plan a program of study and seek financial aid
- to evaluate risks and rewards of entering potential career fields.

A student receives a brief orientation to the system and then spends a total of 3 to 4 hours to complete the process. No computer knowledge is required to use this unique, individualized introduction to career choice.

Delta College was chosen as one of the 6 national test sites for SIGI—developed by the Educational Testing Service in Princeton, NJ. Approximately 1200 people per year have taken advantage of this modern technological tool to help understand and make career decisions since SIGI began at Delta in 1976.

SIGI® is a registered trademark of the Educational Testing Service.

SPECIAL SERVICES

Location: Main Building
between H and J wings

Phone: 686-9117

Office Hours: Monday—Friday 8:00 A.M.—4:30 P.M.

Because of the changing and complex nature of the educational experience, there has developed a demand to design programs and services that specifically address themselves to students with specialized needs. The Office of Special Services is dedicated to assisting those students with special needs in developing their life-long aspirations through educational services.

SERVICES OFFERED

1. Saginaw Urban Centers: The College offers day and evening classes at four Saginaw Urban Centers: First Ward Community Center, Ruben Daniels Life Long Learning Center, Neighborhood House and the Community Culture Center-Potter.
2. C.O.P.E.: Provides specialized services in the form of tutorial assistance, career advisement and counseling, academic advisement and assistance in seeking financial aid to students enrolled in vocational programs. Also provides services for handicapped students and students with Limited English Speaking abilities.
3. Tutorial Programs
 - Communication Skill Lab (Community Culture Center-Potter)
 - Math Lab (Community Culture Center-Potter)
 - Individual Tutoring (Delta and Community Culture Center-Potter)
 - Career Information Lab (Community Culture Center-Potter)
4. Cultural Development
 - Black History Month Program
 - Chicano/Latino Series
 - College and University Visitation Projects
5. Program Development
This Office initiates proposals for special projects designed to improve the educational horizons of ethnic groups at Delta College.

TEACHING/LEARNING CENTER

Location: Main Building, Lower level
Phone: 686-9314
East Concourse

Center Hours: Monday—Thursday 8:00 A.M.—7:00 P.M.
Friday 8:00 A.M.—4:30 P.M.

The Teaching/Learning Center is designed to assist the students and faculty of Delta College in making the educational process as rewarding and effective as possible. All services are offered free to Delta students.

Communication and Math skills: The assistance in communication skills is offered by a professional staff with experience in helping a wide variety of students in a number of different areas. This assistance can include development of reading/study skills, help in improving writing, vocabulary or spelling improvement, and help with math or other specific assignments. These services are available for students who wish to learn to use their time more effectively whether they are actually having difficulty with their courses or not.



Workshops: We have a number of workshops that are given during the year.

- General study skills
- Specific study skills
- Test taking
- Taking lecture notes
- Writing term papers
- Test anxiety reduction
- Spelling
- Nursing math

These workshops are generally offered twice a week and are advertised through the "Bulletin."

Tutoring: Every effort is made to find a qualified tutor for a student needing individual help in a particular course. Student tutors must meet very stringent criteria so that the student needing assistance will benefit from the experience. Typically we have tutors available in most subjects and except in cases when certain equipment is required, tutoring will only be done within the Teaching/Learning Center area.

Summary sheets: Hints, helps and information about the following topics are available.

- Study skills
- Reading as a tool
- Note taking
- Aid to your memory
- Using your textbook
- Concentration
- Spelling hints
- Test taking
- Listening
- Time budgeting

Other Services for students:

- Special equipment for handicapped students
- Audio-visual devices
- Reading machines
- Make-up testing service
- Diagnostic testing

The professional staff also provides a wide variety of Instructional Development Services for the Delta College faculty and staff.

TESTING/ASSESSMENT SERVICES

CAREER ASSESSMENT AND PLANNING PROGRAM (CAPP)

Location: Fine Arts Building Phone: 686-9531
Lower Level, Room 27

Hours: Monday—Friday 8:00 A.M.—4:30 P.M.

The federally funded Career Assessment and Planning Program (CAPP) is designed to assist students to evaluate their abilities, aptitudes, interests and personality traits. The CAPP staff also works with college faculty; the offices of Career Development and Placement Services; Counseling; Special Services; and Testing Services to provide assessment services for students engaged in career development activities. The intention of services provided through the Program is to directly, or through other staff, provide students the opportunity for an intensive individually designed process to focus on self-awareness, career awareness, career exploration and decision making. Each participating student is expected to make a commitment with a counselor or career advisor to jointly plan a schedule of assessment activity, explore career options, and develop a plan of action.

A wide range of assessment instruments are available with a variety of professional staff ready to assist students more clearly define their educational and career goals.

TESTING SERVICES

Location: Fine Arts Building Phone: 686-9338
Lower Level, Room 34

Hours: Monday—Friday 8:00 A.M.—4:30 P.M.

A variety of assessment services are provided to the college community for high school completion, college entrance and professional certification in a variety of occupational fields. Also, working with the faculty and the CAPP staff, "Credit by Examination" and other assessment techniques are available to students wishing to obtain college credit for prior knowledge and experience gained, regardless of the teaching/learning structure. There are currently 16 national examination programs administered through Delta's Testing Services:

- American College Testing Program (ACT)
- American Dental Assistants Examinations (ADAA)
- Chartered Life Underwriters (CLU)
- Certified Property and Casualty Underwriters (CPCU)
- College Level Examination Program (CLEP)
- Divisional Credit by Examination (CDE)
- English Language Proficiency
- General Educational Development Test (GED)
- General Motors Master Technician Program
- Institute for the Certification of Engineering Technicians (ICET)

- Insurance Institute of America (IIA)
- Life Office Management Association (LOMA)
- National League of Nursing Examination (NLN)
- National Institute of Automotive Service Excellence (NIASE)
- National Registry of Emergency Medical Technicians (NREMT)
- Personnel Accreditation Institute Certification (PAI)

VETERAN SERVICES

Locations: Main Building Phone: 686-9465
between H & J wings or 686-9466

Office Hours: Monday—Thursday 8:00 A.M.—7:00 P.M.
Friday 8:00 A.M.—4:30 P.M.

The Veterans Center provides information on veterans' educational benefits to all veterans in the community as well as to those enrolled at Delta. Basic information regarding G.I. Bill Benefits, V.A. forms and applications, assistance and referral to helping services, assistance in discharge "up-grades" peer counseling are among the services offered.

RESOURCES AND SERVICES FOR THE COMMUNITY

INTRODUCTION

The following services and activities reflect the continuing effort of Delta College to become a relevant part of the lives of men, women and children of our service area. These college services include educational, cultural, recreational, supportive and research activities. Although these programs and services are frequently considered to be beyond the academic classroom, the active involvement of students, faculty and staff in providing them, is an indication of the college commitment to social relevancy and in becoming an intricate part of our total community.

**RESOURCES AND SERVICE AREAS ARE LISTED IN ALPHABETICAL ORDER.
OFFICE HOURS STATED ARE BASICALLY FOR THE FALL AND WINTER SEMESTERS AND WILL VARY BETWEEN MAY AND AUGUST**



AGING AND RETIREMENT PROGRAMS

Location: West Concourse
A-59 & 60

Phone: 686-9399

Office Hours: Monday—Friday 8:00 A.M.—4:30 P.M.

The Office of Aging and Retirement is dedicated to developing and providing educational programs and services for the older population. Residents of the Tri-County who are 60 years of age or older may enroll tuition free in Delta College courses of their choice (maximum 6 credit hours per semester). The major services offered are:

- Pre-retirement and post-retirement courses are scheduled to meet the needs for our senior citizens.
- To provide manpower training in Aging. Staff development workshops on the biological, psychological, and social aspects of human aging are provided for professional and community groups who serve the aged.
- To function as a gerontology resource center for the purpose of assisting individuals and groups in the development of programs and services for the aged. Consultation is provided on training materials, publications, and related resources in the field of aging.

COMMUNITY DEVELOPMENT

Delta College faculty and staff, as well as supportive physical resources, make community research and study available to qualified organizations. Faculty and staff combine as individual and inter-disciplinary consulting teams to provide a further source of community development. Studies as diverse as the needs of senior citizens to computerizing high school administrative functions are typical community development services.

The data census bank at Delta College, for example, has stored on computer the latest census information. This information will be made available to the citizens, agencies, and business/industrial sector of the tri-counties at cost.

At present, several offices are involved in community development. However, primary responsibility rests with the Offices of Research and Development, Community Affairs, and Academic Affairs.

For further information please call:

Research and Development . . . 686-9205
Community Affairs 686-9413
Academic Affairs 686-9296

CONFERENCE DEVELOPMENT OFFICE

Location: Main Building
Room E-130

Phone: 686-9460

Office Hours: Monday—Friday 8:00 A.M.—4:30 P.M.

The Office of Conference Development provides extensive planning and coordinating assistance to groups planning meetings, conferences, lecturers, workshops, symposia, and special events. Conference activities range from intensive one day seminars to week-long institutes and conventions. The majority of these conferences are held on the Delta College campus, others are held throughout our conference satellite system, involving off-campus locations in the Saginaw, Bay City, and Midland county area. We can even organize a teleconference and phone contact system utilizing other sites across the country.

Over 300 groups and 25,000 people come to Delta College annually for conference activities and programs. The trademark of the Conference Office is diversity. Music recitals, public hearings, church sponsored group events, state and regional educational discipline conferences, athletic events such as regional cheerleading competitions and tennis tournaments, social issues forums and special interest lectures compose a partial list of programs planned, arranged or scheduled by the Conference Office.

SERVICES OFFERED:

1. Plan content and format of program and arrange for speakers and consultants.
2. Estimate conference costs and aid in establishing registration fees.
3. Arrange housing, meals, and meeting rooms.
4. Print programs, announcements, registration materials, meal tickets, badges, and other items.
5. Mail programs and other materials.
6. Handle details of registration-acknowledge pre-registrations, prepare name badges and other materials, staff registration desk during the conference, and collect tickets at meals.
7. Provide audio-visual aids and recording equipment with an operator.
8. Assist with publicity and public relations.
9. Arrange tours, recreation and entertainment.
10. Prepare and distribute rosters of conference participants.
11. Assist with publication of conference proceedings or results.
12. Provide for use of both open and closed circuit television services from Delta College television WUCM-TV (Channel 19).
13. Evaluate conference program.
14. Provide general and gourmet food service including breakfast, luncheons, dinners and diet meals.

CRIMINAL JUSTICE TRAINING CENTER

Delta College has been designated as one of the Regional Criminal Justice Training Centers in the state by the Michigan Law Enforcement Training Council and is supported by state funding to offer a wide variety of training courses for rural and urban police officers.

The Basic Police Training School offered at Delta for newly hired officers is required by law. Center in service training/professional development for currently employed police officers and security personnel includes: courses covering topics such as civil liberties, child abuse, community relations, homicide investigation, family violence, changes in criminal law, disaster control and white collar crime; specialized one day seminars or conferences ranging from arson investigation to traffic control; Reserve Police Officers Training; full week state and national conferences such as Advanced Criminal Investigation and The National Polygraph Workshop. National investigative teams from recent transportation disasters as well as top crime experts are among the individuals who provide instruction and technology.

For further information, call 686-9110.

CULTURAL ACTIVITIES

Cultural interests of the Delta College Community are given a wide range of expression. Perhaps most typical of the numerous cultural events are those found in the Summer Festival of Arts, which offers a professional School of Dance including the areas of ballet, modern, jazz, tap and folk; a Conservatory of Music including band and piano; and a visual arts program. Also part of the summer program are performances in the Court and in the cities of Bay, Midland and Saginaw.

The Delta College Fine Arts Series has brought to the campus a variety of lecture and concert performances throughout the school year. Available to the general public, these events are offered to students at a nominal cost. Displays of art by Delta students and by students of public and parochial schools, are supplemented by "Traveling Shows" designed to enrich the aesthetic experience of Delta students and the community at large.

For additional information, call Delta's College Relations Office; 686-9223.

DENTAL HYGIENE CLINIC

Location: Allied Health Building
F-140; Ground floor

Phone: 686-9469

Clinic Hours: Monday—Thursday 1:00 P.M.—5:00 P.M.
Friday 8:30 A.M.—12 Noon
(closed between semesters and mid-June through August)

The Dental Hygiene Clinic at Delta College offers oral hygiene services to students, faculty, and community residents. The services that are routinely performed on patients are oral examinations, oral cancer examinations, prophylaxis (cleaning of teeth), radiograms, topical fluoride treatments, and oral hygiene instructions. Additional services are available upon recommendation by the hygiene students and clinical instructors. All services provided are done by the Dental Hygiene students under the direct supervision of state licensed Dental Hygienists and Dentists. Minimum fees are charged for the services provided in the clinic. These fees reflect the cost of the disposable products used during an appointment. Services are provided on an appointment basis, scheduled for a minimum of two consecutive hours.

HEALTH, PHYSICAL EDUCATION AND RECREATION FACILITIES

Location: North end of Main Building

Phone: 686-9025

Facility Hours: Monday—Friday 8:00 A.M.—12:00 Midnight
Saturday 10:00 A.M.—5:00 P.M.
Sunday 1:00 P.M.—6:00 P.M.

Delta's new HPER Facility offers something for everyone. It has a new swimming pool, eight racquetball courts, new gymnasium, dance room, and conditioning room. These facilities are available to the public during the Fall and Winter semesters on weekends at the following times:

Friday: 6:00 p.m.—10:00 p.m.
Saturday: 12:00 a.m.—5:00 p.m.
Sunday: 1:00 P.M.—8:00 P.M.

WEEKEND FACILITY USAGE

The facility will be open to the community during the listed hours. There will be a fee for this usage which entitles the participant to use any of the facilities listed below based on posted schedule.

WEEKEND FACILITY FEES

The following are the usage fees:

	Fee	Family Rate
Gymnasium	\$2.00	\$5.00
Racquetball Court	\$6.00 per hour/ (includes use of pool) per court	\$5.00
Swimming Pool	\$1.00	\$4.00
Weight Room	\$1.00	\$4.00

Retirees with identification may take advantage of our reduced rates.

Gymnasium	\$1.00
Racquetball Court Rental	\$4.00
Swimming Pool	.50
Weight Room	.50

FACILITIES AVAILABLE

—Racquetball/Handball Courts —Swimming Pool
—Gymnasiums (Upper and Lower) —Weight Room

When not in use for instructional purposes, team practice or sporting events, outdoor facilities are available to the public at no charge. Outdoor facilities include tennis courts, archery targets and archery range, track, soccer field, golf driving range and putting green.

HUMAN DEVELOPMENT CENTER

Location: West Concourse
Room A-63

Phone: 686-9416

Office Hours: Monday—Friday 8:00 A.M.—4:30 P.M.

The Human Development Center is committed to programs and services that assist people as they move through adult life stages of establishing careers; initiating, maintaining and changing interpersonal relationships; and re-examining life and work goals. Each transition has decisions, conflicts, stress and opportunities for change and growth.

SERVICES OFFERED

- A full range of experiential programs in self-awareness and self-management, interpersonal support, personal development, and skill building for increasing satisfaction and effectiveness in relationships. The Community Education class schedule publishes a list of current Center programs each semester. In addition, the Center distributes its own announcements of programs and services throughout the year

- The Center has a trained professional staff of human relations specialists available to consult with individuals, groups, and organizations and willing to design contracted programs which will meet their identified needs.
- The Center has a professional development program for training people in the group process and group facilitation.
- Also offered for professional development are a variety of seminars/workshops to enhance expertise, developing skills, and on topics of interest. Look for special announcements throughout the year.

PATHWAYS

Location: Y-100 Building

Phone: 686-9115

Office Hours: Monday—Friday 11:00 A.M.—2:00 P.M.

The major purpose of Pathways is to serve the professional, educational and personal growth needs of men and women throughout the Delta Tri-County District.

CONCEPTS:

1. Networking—An exchange or communication system for the mutual benefit of total participants or specific groups.
2. Support Systems—Coordinate the efforts of various Delta support services to meet the needs of women and men.
3. Information and Referral Services—Act as a liaison between community agencies and individuals to locate practical information and education. Assist in the location of support groups or advocates to defend the right of women and men.
4. Initiate, Develop and Coordinate Programs—Specific programs for specific needs utilizing campus resources.
5. Recruitment—In cooperation with the Admissions Office, actively recruit women to Delta College.

For further information call Joy Shelton at 686-9115 or 686-9417.

You do not have to be a student at Delta to utilize these services and there is no charge to participate, regardless of financial situation.

PLANETARIUM

Location: Main Building
(East Main Entrance)
Room B-203

Phone: 686-9229

SPEAKERS

For more information, call the College Relations Office, 686-9229.

TOURS

College-wide tours are available to all interested persons and are conducted by either the student Tour Bureau or a representative of the College Relations or Admissions Office. Special tours of television, WUCM-TV (Channel 19) and the Data Processing Center, are conducted by experienced staff members. Tours range from 30 to 90 minutes and may be combined with a planetarium showing.

For more information, call the College Relations Office 686-9229.

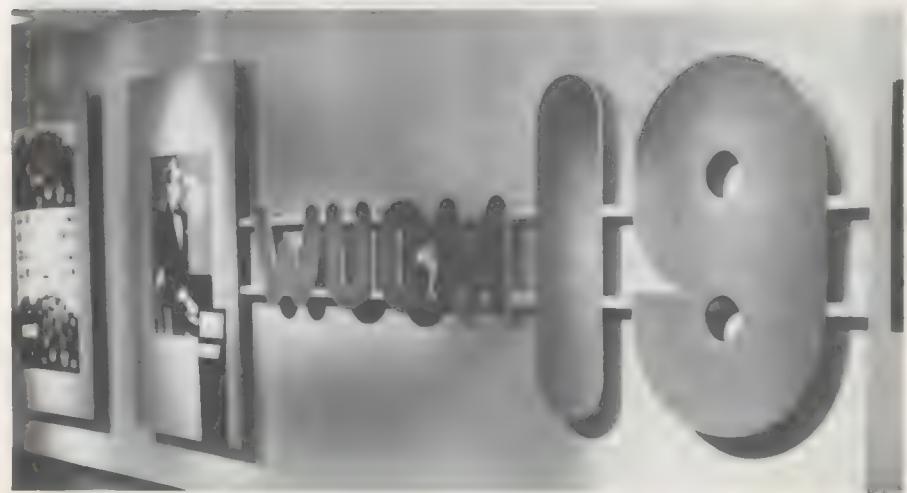
WUCM-TV (CHANNEL 19)

Television facilities at Delta College provide an educational opportunity for the tri-county area comparable to that available in some of the largest metropolitan centers of the United States.

As a logical extension of the community service responsibility of a community college, Delta College owns and operates WUCM-TV Channel 19, a public broadcasting station, affiliated with national and regional educational networks.

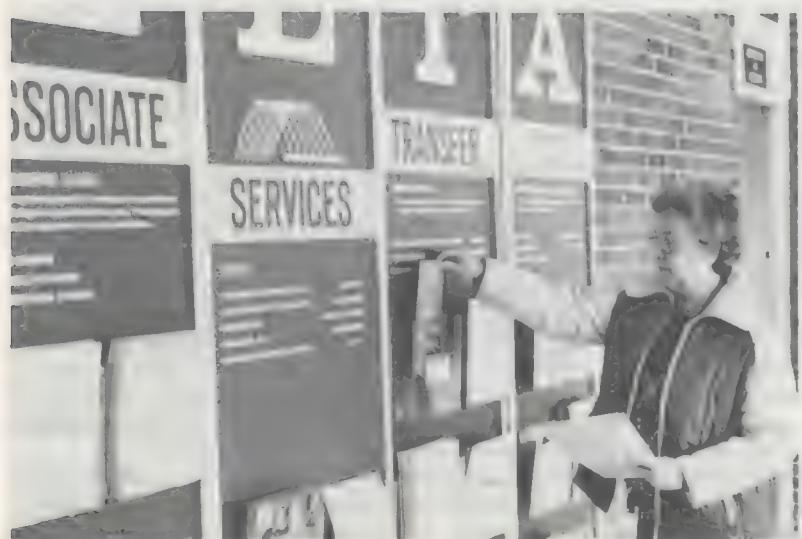
The responsibility of television at Delta College is to provide educational, cultural and public affairs programs to the residents of the district which Delta College serves. To fulfill this responsibility, WUCM-TV broadcasts daily instructional programs to public and parochial schools; college courses, children's programs, cultural programs to the general home and audience.

For additional information and tours, call 686-9347.



SECTION II

COLLEGE POLICIES, PROCEDURES AND REGULATIONS



Admission Information
Residence Qualifications
Veterans Information
College Costs
Financial Aid
Enrollment and Registration Information
Grading System
Academic Achievement Standards
Certificate and Associate Degree Requirements
Graduation
Students' Rights, Responsibilities and Conduct

ADMISSION INFORMATION

Affirmative Action Policy On Equal Opportunity: Delta College is committed to provide equal opportunity through its employment practices, educational programs, and through the many services it provides. The College will make personnel decisions, offer programs that will foster educational opportunities, and maintain a program of services without regard to race, color, religion, sex, marital status, age, national origin, or physical handicaps.

ADMISSION CRITERIA

Factors such as previous school work, citizenship, motivation, and potential are considered in the Admission process. Retention in the College is based upon an acceptable level of academic growth and improvement, along with a continued record of good citizenship. Because of diverse curricular offerings and individualizing of programs, Delta College is able to serve students of varying backgrounds. Individuals who have the ability to benefit from the educational opportunities available and who are included in any one of the following qualification categories are eligible to apply for admission to Delta College:

1. High school graduates
2. Adults who have passed a high school equivalency exam (G.E.D.)
3. Adults 18 years of age or older, who have been out of high school for at least a 6 month period of time
4. Currently enrolled high school students having permission from their high school principal and/or counselor
5. Approved and authorized adults from other nations entering the U.S. for educational purposes under the student visa program

Categories 1-4 require individuals to be U.S. citizens or immigrants. Non high school graduates are encouraged to take the G.E.D. Test, however, it is not required for general admission to Delta College but some academic curricula programs may require it.

ADMISSION DATES

Admission applications should be submitted at least 30 days prior to semester registration and preferably six to eight months. If you plan to request financial aid to attend college, it is very essential to apply for admission early. If early admitted, you also have an advantage of being able to use counseling services for class schedule determination. Applications are accepted up to the first day of semester classes.

DELTA COLLEGE DOES NOT REQUIRE NOR CHARGE AN ADMISSIONS APPLICATION FEE.

ADMISSION CLASSIFICATIONS

1. NEW ACADEMIC STUDENTS—Persons interested in enrolling in academic credit courses that apply toward a degree or certificate. High school transcripts or G.E.D. scores should be submitted
2. COMMUNITY EDUCATION STUDENTS: Persons interested in enrolling in service credit courses offered by the college Community Affairs/Education Division. Transcripts usually are not required.
3. SKILLED TRADES STUDENTS: Persons specifically sponsored by industry in Related Training Classes (Apprenticeships, employee-in-training and upgrader agreements with industry). Transcripts may be required.
4. TRANSFER STUDENTS: Persons who have attended other colleges and now wish to enroll in Delta College academic credit courses. Transfer students are admitted on an individual basis. Students with academic achievement of less than "C", if admitted, will be admitted on probation. High school transcripts plus official transcripts from all colleges attended should be submitted. Transfer credit evaluation is done by the college Registrar's Office.
5. GUEST STUDENTS: Persons enrolled in another college who wish to take a limited number of courses at Delta for transfer purposes. A Michigan Uniform Undergraduate Guest Application should be completed and approved by the home college Registrar who will send it on to Delta College to the Admissions Office.
6. DUAL ENROLLMENT: High School students (usually in their Senior year) interested in taking Delta courses while still enrolled in high school. Recommendation and permission from their high school is required and a high school transcript should accompany the special admissions form.
7. SENIOR CITIZEN STUDENTS: Bay, Midland and Saginaw County residents, 60 years of age or older. Senior students may have tuition waived for as many as six (Academic or Community Affairs) credits per semester or enrollment period.
8. READMITTED STUDENTS: Former Delta students who did not enroll in classes for the preceding Fall or Winter Semester who wish to re-enroll in the college need to request readmission prior to enrolling. Readmission may be accomplished by telephoning the Admissions Office or by written application.
9. INTERNATIONAL STUDENTS: persons from other nations entering the U.S. for educational purposes under the student visa program. (see requirements and procedures detailed on next page)

ADMISSIONS PROCEDURES

1. Complete all items and information sections on the *Admission Information Form* and submit form to the Admissions Office. (Admission forms are available from the college Admissions Office, local high schools, and various community agencies.)
2. Supply all required information as specified under your Admission Classification such as High School and/or college transcripts. These should be requested by you to be sent to Delta's Admission Office. (Special consideration may be requested by those adults unable to supply past transcripts.)

3. Notification of admission, readmission, or denial may be expected within two weeks after receipt of application. Upon acceptance the Admissions Office will send you a Student Number and all other requested information. Once you have a student number and receive your student I.D. card, you are eligible to register for classes.

4. If you apply for academic classes at least one month before the semester begins, you will receive an invitation to attend one of Delta's Orientation Programs. During orientation you will meet with your counselor, learn about Delta's Services and prepare for registration. If you apply later than this, you are encouraged to call Delta's Counseling Center for direct assistance and registration information.

NOTICE: ADMISSION TO DELTA COLLEGE DOES NOT INSURE REGISTRATION/ENROLLMENT IN ALL COURSES OR ELIGIBILITY FOR ALL CURRICULA/PROGRAMS. MANY COURSES HAVE PREREQUISITE REQUIREMENTS AND SOME CURRICULA HAVE SPECIFIC ADMISSION ELIGIBILITY REQUIREMENTS.

STUDENT I.D. CARDS

Each student is required to have an identification card which includes name, student number, student signature, and validating label. Each new student is eligible for an I.D. card free of charge. This card should be validated each semester and used throughout the student's entire enrollment at Delta. An official sticker for the semester is affixed at registration. There will be a \$1.00 charge for a lost or mutilated I.D. card. Lending this card to anyone, or failure to present it when requested by College officials, is a violation of College regulations and subjects the holder to disciplinary action. Each student is personally liable for all obligations incurred by use of this card.

INTERNATIONAL STUDENTS

Delta College is authorized under Federal law to admit and enroll non-immigrant alien students. To be admitted to the United States as an F-1 student, and to secure a visa for entry, prospective students must present to the U.S. Consul abroad, a valid passport, proof of sufficient finances and an I-20 form.

An I-20 form, Certificate of Eligibility, is issued to prospective Delta students after the College has determined that the applicant has met the following conditions:

1. **Academic Requirements:** Applicants must be 18 years of age or older, and have successfully completed a course of study equivalent to that of a high school level. The equivalent of a "B" grade point average is required in Mathematics and Science courses and other academic courses. EX: 14 out of 20, 70% out of 100%. Applicants are required to submit certified copies of their high school leaving certificate, National and International exams (ex. G.C.E.). Applicants are required to submit certified copies of their courses and marks earned during the last three years of high school.

2. **Language Proficiency:** An applicant, who is from a country where English is not the official native language, must be proficient in English to pursue his/her course of studies, or arrangements must be made by the student to enroll in an English Language Center.

English proficiency means that the student speaks, writes, and reads English fluently. Such fluency is necessary to insure student's enrollment, proper placement and success in achieving his/her educational goals.

An applicant must furnish Delta College with a minimum score of 500 on the TOEFL (Test of English as a Foreign Language) or 80% on the MTLEP (Michigan Test of English Language Proficiency), or official transcripts of a successful completion of an advanced course of English from a licensed English Language Center. (Level 107, 108, or 109 from E.L.S.). An additional test and interview are required to establish the fact of English proficiency before enrollment. Further information about TOEFL can be obtained by writing to:

TOEFL
P.O. Box 899
Princeton, NJ 98541

Transfer Students from U.S. colleges may submit a proof of successful completion of a transferable language course with a minimum of "B" average or better.

3. **Financial Verification:** The applicant is required to submit an up-to-date financial support statement from a sponsor, and a bank, which testifies to the sponsor's willingness and capability of supporting the student while he/she is at Delta. Transfer students, who are not sponsored by their government or organization, must submit a statement from a U.S. bank which testifies to the existence of enough funds in student's account to attend Delta College. All college tuition and on-campus housing charges are due and payable in full at the time of registration. **Loans, scholarships and deferred payments are NOT AVAILABLE AT DELTA COLLEGE for International Students.**

4. **Health Statement:** All prospective students are required to submit a health certificate, which testifies to the physical and mental condition of the applicant. The standard Delta Form must be completed, signed, and mailed to Delta College, Office of International Student Services, by the family physician.

Deadlines: Applicants are advised that all documents, such as applications, recommendations, official transcripts, financial statement of support, Certificate of English Proficiency, and medical report, must be in the Admissions Office at least FOUR MONTHS preceding the semester you desire to be admitted to.

Semester	Application Deadline	Semester Begins
Fall	May	First Week in September
Winter	September	First Week in January
Spring	January	End of April

IMPORTANT NOTICE: Applications for admission to Delta College will be mailed to the student upon the student's written request mailed directly to International Student Services at Delta. High School records submitted by friends or relatives on behalf of prospective students are not accepted. The Records must be mailed directly to Delta College by your High School or the Ministry of Education in your Country.

IMPORTANT: All documents must be original or certified copies and accompanied by official English translations. Transcripts must be signed by the principal or registrar of each school and impressed with a seal or stamp of the school attended. Students must not leave their Country, Language Center, or College before they receive official acceptance from Delta College. Students in the U.S. must receive, besides the I-20 from Delta College, the approval of transfer from their present College or Language Center, their Educational Mission, if on Scholarship, and the Immigration and Naturalization Service.

RESIDENCE QUALIFICATIONS

A student's residency classification is established when admitted to Delta College, and can only be changed as detailed under item V.

I. Residency classifications: A person will be admitted to the college and pay course tuition according to one of the following classifications.

1. In-District status, Legal resident of Bay, Midland or Saginaw Counties
2. Out-of-District status, Legal resident of Michigan but not of the above three counties.
3. Out-of-state status, International students and all other persons not classified within 1 or 2 above

II. Proof of In-District Residence: All students are subject to a check of resident status at registration. The following examples are types of documents which are considered in determining proof of in-district residency (Delta College District).

1. A current valid driver's license indicating permanent address
2. A tax receipt from Bay, Midland, or Saginaw Counties
3. A current voter registration card indicating in-district address
4. Public Utility receipts

Students furnishing false information will be subject to disciplinary actions.

III. Classification Guidelines: Persons meeting one or more of the following conditions at Admissions time will be classified with In-District status.

1. The person lives with parent or legal guardian, provided that the parent or legal guardian resides within Bay, Midland or Saginaw Counties
2. The person is recognized as self-supporting (receives no financial support from parent or legal guardian) and is not claimed as a dependent for federal income tax purposes by parent or legal guardian. *The person must have resided within the Delta College District for at least six months immediately prior to the first day of the semester in which the person plans to enroll.*
3. The person is an employee of a business or industrial firm within the Delta College District, and the employer, by written agreement, agrees to pay directly to the College all tuition and/or fees of the sponsored student for employer-approved classes.
4. The person is enrolled under the provision of Act 245, Public Acts of 1935, as amended by Act 371, Public Act of 1965 (Student receiving benefits under the Michigan Veteran's Trust Fund).

5. An alien who has acquired the permanent residence status card can be considered for in-district status after six months' residence within the Delta College District (must be prior to college enrollment).

IV. Residency Review Committee: This committee consisting of the Associate Dean of Students, Vice President of Business Affairs, Vice President of Finance & Treasurer, Associate Dean for Records and Registration, and two faculty members appointed by the President of the Senate will hear appeals of residency classification as established by the College. Arrangements for a hearing will be made by the Registrar's Office.

V. Change of Residency Status: While attending Delta College students may submit to the Associate Dean of Records and Registration (Registrar's Office) a petition to change their residency classification. The appropriate form and proof of residency must be submitted at least one month prior to the next registration. Students must meet at least one of the following

1. The enrolled student has established residence (see item II) within the Delta College District for *at least one continuous year prior to the date of petitioning for a change in residency status.*
2. The enrolled student is recognized as self-supporting (receives no financial support from parent or legal guardian and is not claimed as a dependent for federal income tax purposes by parent or guardian), and has established residence within the Delta College District for *at least one continuous year immediately prior to the date of petitioning for a change in residency status.*

VI. Athletic Scholarship Recipients and International Students: Students attending Delta College on an athletic scholarship, or international students in the United States on a student visa, should not ordinarily expect to have their residency status changed while attending Delta College.

VII. Tuition Adjustments: Any adjustments made in tuition due to a change in residency status *shall not be retroactive.*

VETERANS INFORMATION

Delta College is approved as a school for veterans of military service under provisions of the following:

1. Under Federal Law, Title 38, Chapter 31, financial assistance for vocational rehabilitation of disabled veterans.
2. Under Federal Law, Title 38, Chapter 32, financial assistance for Post-Viet Nam era veterans. (Those who entered military service subsequent to December 31, 1976).
3. Under Federal Law, Title 38, Chapter 34, financial assistance for Viet Nam era veterans.
4. Under Federal Law, Title 38, Chapter 35, financial assistance for widows and war orphans.

5. Under State Law, Public Act 245, sons or daughters of deceased or totally disabled veterans of any war are eligible to attend college, tuition free, providing that death or total disability resulted directly from war-time service.

Veterans who desire and are eligible for educational benefits from the Veterans Administration should contact the Delta College Veterans Center for information and assistance in completing and processing VA forms for college, VA educational loans, tutorial assistance, or any other benefits to which they may be entitled. New student veterans and enrolled veterans wishing advanced payment should contact the College Veterans Center at least 6 weeks prior to registration.

The amount of V.A. Benefits provided veterans will depend upon the number of dependents claimed and the number of semester hours of academic credit carried per semester.

Full-time	12 or more semester hours
Three-quarter time . . .	9 to 11 semester hours
Half-time	6 to 8 semester hours

Veterans attending less than half-time (1-5 semester hours) will only receive V.A. Benefits equal to the tuition amount. Once the veteran's application is approved and processed, V.A. Benefit payments are usually issued on a monthly basis if the veteran is maintaining satisfactory academic progress and following a chosen curriculum. Veterans should be prepared to pay their own tuition at the time of registration for academic classes each semester.

VETERANS RESPONSIBILITIES:

1. Veterans transferring from another college must have their transcripts sent to Delta as soon as possible for evaluation. Veterans who fail to do this subject themselves to having their benefits terminated according to Section 1775 of title 38 U.S. Code.
2. A veteran can receive benefits only for courses that are necessary for graduation. Any deviations from the curriculum guidelines must have counselor recommendation. Veterans *should not repeat a course in which they have previously earned a satisfactory grade or audit courses and expect V.A. Benefit payments on such credit hours.*
3. Veterans must be making satisfactory progress in their curriculum. Excessive earnings of low grades and withdrawals ("W" grades) will require the College to consider the veteran for academic probation status if achieving less than a "C" 2.0 grade point average. The Veterans Administration will be notified of students placed on probation and **if a veteran is on probation two consecutive semesters he/she will be ineligible for benefits until a 2.0 G.P.A. is achieved and the student is removed from probation status.**
4. It is the veterans' responsibility to file a completed drop or withdrawal form with the Registration Center as soon as they are no longer attending class(es). The veteran must also notify the Registrar's Office immediately upon dropping or withdrawing from classes in order to modify certified credit hour load.
5. Veterans must promptly inform the Veterans Center staff of any changes in their address or in the number of dependents or of any changes in their enrollment that would affect their V.A. Benefits or curriculum.

SERVICEMEMBERS OPPORTUNITY COLLEGES

Delta College has been designated as an institutional member of Service members Opportunity Colleges (SOC), a group of over 400 colleges and universities providing voluntary postsecondary education to members of the military throughout the world. As a SOC member, Delta recognizes the unique nature of the military lifestyle and has committed itself to easing the transfer of relevant course credits, providing flexible academic residency requirements, and crediting learning from appropriate military training and experiences. SOC has been developed jointly by educational representatives of each of the Armed Services, the Office of the Secretary of Defense and a consortium of thirteen leading national higher education associations; it is sponsored by the American Association of State Colleges and Universities (AASCU) and the American Association of Community and Junior Colleges (AACJC).

COLLEGE COSTS

COURSE TUITION

All tuition must be paid when completing course(s) registration each semester or session. Tuition charges may be paid by cash, check, VISA or Mastercharge, or appropriate financial aid form. Tuition is calculated on a credit hour basis and is established and changed by action of the Board of Trustees. The per credit hour rate as established for Fall 1983 is based on permanent residence status for Academic and Community Affairs courses.

In-District Status	\$29.50 per credit hour
Out-of-District Status	\$52.50 per credit hour
Out-of-State Status	\$70.50 per credit hour

Fees are charged for specific courses where additional supplies are required for course completion. Also, there are specific courses offered by Community Affairs which are not financially supported by the State of Michigan and have an added fee of \$5 per credit hour. Such fee information is listed in the Schedule of Classes brochures each semester.

Senior citizens (60 and over) who are residents of the Delta College District may take classes tuition free for as many as six (Academic or Community Affairs) credits per semester, however, senior citizens must pay any special course fees.

REGISTRATION FEES

A \$2.00 fee is charged each student once each semester per registration in Academic or Community Education courses.

TUITION AND FEES REFUND POLICY

Under specific conditions the college grants refunds for tuition and special course fees to students who withdraw from the college, or make a reduction in credit hours.

To be eligible for a refund a WITHDRAWAL (dropping all classes), or a DROP (reduction in credit hours) form must be initiated in person or by letter through the Registration Center. **The date the request is made at the Registration Center, or the postmark date for letters, will be used in determining the amount of the refund.** However, if the student was provided assistance from college funds, or funds managed by the college, the refund will be returned to the appropriate scholarship or grant fund, or applied to the student's note in the loan fund.

Refunds will be made according to the following schedule.

FOR SEMESTER CLASSES OF 10 WEEKS OR MORE:

A. Prior to the first official date of classes*	100%
B. Beginning with the first official date of classes and through the seventh (7) calendar day	90%
C. From the eighth (8) calendar day through the fourteenth (14) calendar day after the first official date of classes	50%
D. From the fifteenth (15) calendar day through the twenty-eighth (28) calendar day after the first official date of classes	25%

E. After the twenty-eighth (28) calendar day after the first official date of classes	0%
FOR SEMESTER CLASSES OF LESS THAN 10 WEEKS:	
A. Prior to the first official date of classes*	100%
B. Beginning with the first official date of classes and through the fourth (4) calendar day	90%
C. From the fifth (5) calendar day through the seventh (7) calendar day after the first official date of classes	50%
D. From the eighth (8) calendar day through the fourteenth (14) calendar day after the first official date of classes	25%
E. After the fourteenth (14) calendar day after the first official date of classes	0%

*First Official Date of Classes — Date semester/session begins as listed in the college catalogue or supplementary brochure.

ADD-DROP PERIOD: During the official add-drop period (first seven (7) calendar days of semester) students are permitted to offset equal credits through the add-drop procedure. Tuition for credits dropped in excess of credits added will be refunded at the appropriate percentage rate. For credits added in excess of credits dropped, additional tuition must be paid.

REGISTRATION FEE: The registration fee is only refunded to students who withdraw from the college because their class(s) has been cancelled by the college.

COURSE BOOKS & SUPPLIES

Students are expected to acquire appropriate and necessary text books and other required equipment or supplies for all courses. Students also must pay own transportation expenses and purchase necessary uniforms, protective clothing or safety equipment if required.

HOUSING FEES

Residence hall room and board fees are established annually and include room and meals with a choice of two meal plans. 1983-84 housing fees were:

The 19 meal plan with room \$1182.50 per semester
The 14 meal plan with room \$1152.55 per semester

(Fees are subject to change by the Board of Trustees.)

MISCELLANEOUS FEES

Transcript copy	\$1.00 each
Credit by Exam	Individual course basis
Student I.D. card replacement	\$1.00 each
Admissions Application/matriculation	None
Parking	None (except violations)
Graduation	None
Laboratories	None (except breakage)



FINANCIAL AID

Delta College maintains a comprehensive financial aid program which enables students pursuing an academic associate degree or certificate program, who demonstrate financial need or outstanding scholarship, to meet some or all of the expenses of going to college. Funds are made available by the college, the state, and the federal government, as well as by individuals and organizations in the Delta College District.

Procedures: All necessary forms and applications are available from area high schools and the Delta College Office of Financial Aid. Students should file requests at least 6 weeks before the beginning of a semester by following these steps:

1. Apply and be accepted for admission to Delta College.
2. Complete the Delta College Application for Financial Aid and return to the Office of Financial Aid.
3. Mail the completed PELL Grant Application form to the processor.
4. Return the Student Aid Report (SAR) to the Delta Office of Financial Aid immediately. The information provided in the SAR will be used to determine eligibility and type of aid to be awarded.

Types of Financial Aid: Normally an attempt is made to award the student a combination of the three types of aid. The chief elements considered in such an award are the student's special circumstances and the level of available funds. Types of aid available are:

1. Grant or scholarship which are outright gifts and do not have to be repaid.
2. Loan which must be repaid after completing one's education.
3. Part-time student employment in which the student earns a wage and is expected to budget these earnings in an effort to meet educational expenses.

Conditions of Eligibility: A student desiring financial aid must enroll for either a half, three-quarter or full-time credit hour load. Further, in order to be eligible for continued assistance, a student must maintain satisfactory academic progress. An applicant for any Federal aid program must be a U.S. citizen or Permanent Resident of the U.S., and must be enrolled in a course of study leading toward a Degree or Certificate.

FEDERAL PROGRAMS

1. PELL Grant: This federally funded program assists students with financial need. The amount is determined by criteria established by the U.S. Department of Education. Grant applications can be picked up at your local high school or at Delta College.
2. College Work-Study Program (CWS): The purpose of the federally funded assistance is to provide students with financial aid through part-time employment either on the Delta campus or at one of the participating public service agencies off campus. During the period the college is in session, a student usually works from 5 to 15 hours per week at the current minimum wage.

3. National Direct Student Loan (NDSL): A federally funded assistance program available to students with demonstrated financial need who are U.S. citizens. No interest accrues nor is a repayment required while the borrower is at least a half-time student or serving full time in the armed services, Peace Corps or Vista. Interest at 5% per year is charged beginning six months after the borrower leaves school. A minimum of \$30.00 per month repayment is required after students end their studies.

4. Veterans Administration: V.A. benefits provide educational assistance to eligible veterans as well as to children of deceased or disabled veterans if the cause was service-connected. Application can be obtained from the student's local Veterans Administration office or by contacting the Veterans Representative at Delta College.

5. Bureau of Indian Affairs: This program provides grants to certain students who are certified as at least $\frac{1}{4}$ degree American Indian, Eskimo or Aleut. Information and applications are available from the Office of Financial Aid.



STATE PROGRAMS

1. Michigan Competitive Scholarships: These awards offer tuition assistance on an annual, renewable basis. Candidates must demonstrate financial need and qualify as a result of their performance on the American College Test. High school students should contact their counselor for specific information and application forms well before October 1 of their senior year.
2. Guaranteed Student Loan (GSL): This program operated by the Michigan Higher Education Assistance Authority, provides long-term, post-graduate repayment loans through participating lenders (banks, savings and loan associations and credit unions). Students who do not meet the "need" requirement for other financial aid may qualify for this type of aid. Applications are available at participating lending institutions. Applicants should allow for a lengthy processing time.
3. Michigan Public Act 245: This act provides waivers to full-time students who are children of Michigan Veterans who died while in service during wartime or are totally disabled or have since died because of wartime service incurred causes. Children must attend state tax supported school.
4. Michigan Rehabilitation Services: This is a state agency, providing services and financial assistance for educational expenses to students with certain disabilities. Further information is available by contacting the local Michigan Rehabilitation Services Office.
5. Michigan Public Act 174: Students who can receive tribal certification of at least $\frac{1}{4}$ degree Indian ancestry from any North American Tribe or band and are residents of Michigan may have tuition paid through this program. Applications are available from the Office of Financial Aid.

LOCAL PROGRAMS

1. Delta Scholarships: Board of Trustees Scholarships provide tuition and fees for four semesters of attendance. Scholarships are available to selected seniors from each high school in the college district. Scholarships are also available to selected adults who have received their high school diploma through a local adult high school completion program.
2. Private Scholarships: Funds provided through the generosity of interested individuals, firms and organizations make possible the recognition of superior academic achievement. Recipients are selected from those financial aid applicants who have financial need, a strong academic record and meet particular requirements specified by the sponsor. Additional detailed information can be received through Delta's Office of Financial Aid.
3. Employment: The Placement Office will assist all students who are seeking on or off-campus temporary employment. Students must fill out the Student Employment Application Blank and register with the college "Job Mart" Service.
4. Off-Campus, Full or Part-Time Employment: The Placement Services Office will assist all students who are seeking off-campus, full or part-time summer or temporary employment. Students must fill out the Student Employment Application Blank and register with the college "Job Mart" Service.

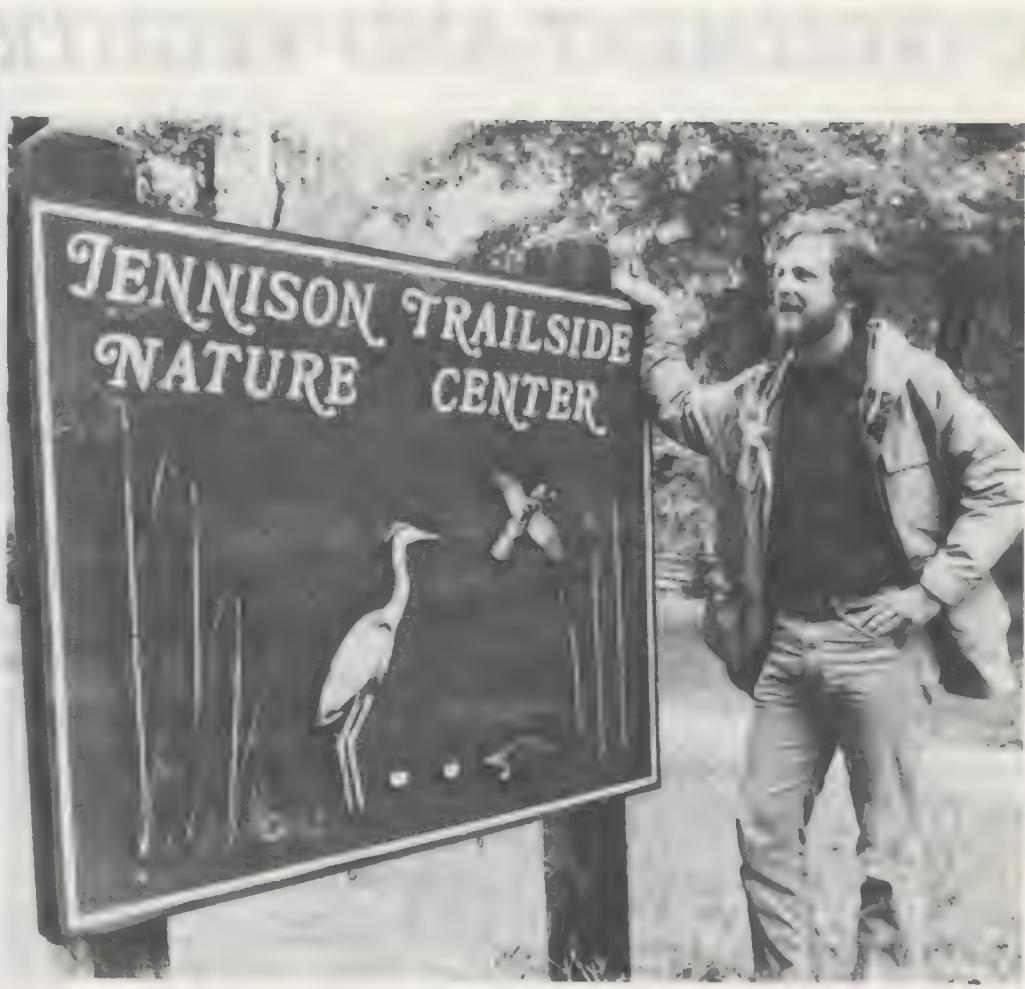
To comply with Federal regulations, and because we wish to be as helpful as possible, we offer the following additional information to financial aid recipients:

RIGHTS OF FINANCIAL AID APPLICANTS

1. You have the right to know what financial aid programs are available.
2. You have the right to know the deadlines for submitting applications for each of the financial aid programs available.
3. You have the right to know how financial aid will be distributed, how decisions on that distribution are made, and the basis for these decisions.
4. You have the right to know how your financial need was determined. This includes how costs for tuition and fees, room and board, travel, books and supplies, personal and miscellaneous expenses, etc., are considered in your budget.
5. You have the right to know what resources (such as parental contribution, other financial aid, your assets, etc.) were considered in the calculation of your need.
6. You have the right to know how much of your financial need as determined by the institution has been met.
7. You have the right to request an explanation of the various programs in your student aid package.
8. You have the right to know the Delta College refund policy.
9. You have the right to know what portion of the financial aid you received must be repaid, and what portion is grant aid. If the aid is a loan, you have the right to know what the interest rate is, the total amount that must be repaid, the payback procedures, the length of time you have to repay the loan, and when repayment is to begin.
10. You have the right to know how Delta College determines whether you are making satisfactory progress, and what happens if you are not.

RESPONSIBILITIES OF FINANCIAL AID APPLICANTS

1. You must complete all application forms accurately and submit them on time to the right place.
2. You must provide correct information. In most instances, misreporting information on financial aid application forms is a violation of law and may be considered a criminal offense which could result in indictment under the U.S. Criminal Code.
3. You must return all additional documentation, verification, corrections, and/or new information requested by either the Office of Financial Aid or the agency to which you submitted your application.
4. You are responsible for reading and understanding all forms that you are asked to sign and for keeping copies of them.
5. You must accept responsibility for all agreements that you sign.
6. You must perform the work that is agreed upon in accepting a College Work-Study job.



ENROLLMENT AND REGISTRATION INFORMATION

ADVANCED CREDITS/PLACEMENT

Acceptance of Transfer Credits: Students transferring to Delta College from another college or university must submit an official transcript of previous coursework completed. An official transfer credit evaluation will then be done by the college Registrar's Office and a written copy of the Transfer Credit Statement will be mailed to the student. Guidelines followed are:

1. Equivalent courses completed with a "C" grade or better at another accredited college will be accepted when they apply to the student's program at Delta College.
2. At the time of initial counseling (or upon receipt of the official transfer college transcript), a transfer student has the option to receive from 1 to 8 semester hours of credit for non-equivalent course work and/or course work in which "D" grades were received at another accredited college. A student must request a Delta College Counselor to submit the necessary form to receive these credit(s). Non-equivalent coursework will only be accepted if a "C" or better grade was earned and if the credits are appropriate to the student's curriculum. "D" grade coursework will only be accepted for equivalent Delta courses if the credits are appropriate to the student's curriculum. A maximum of 8 semester hours of credit will be granted between non-equivalent and "D" grade coursework.
3. Grades earned at another college in courses accepted by Delta College are not entered on the permanent academic record (transcript) at Delta College nor calculated in the Delta College cumulative grade point average.

Acceptance Of Credit By Examination: Recognizing that what a person knows is actually more important than how a person comes to know it, Delta College accepts credits students earn by their participation in one or more of the "credit by examination" programs. The two major categories of credit by examination are:

1. External Examinations (Advanced Placement Program of the College Entrance Examination Program/the College-Level Examination Program)
2. Internal Credit by Examination (Challenge examinations developed and evaluated by Delta College faculty.) These examinations are arranged through a specific faculty member and division. If the student is successful on the examination a "P" Pass grade will be recorded for the course credit on his/her transcript.

Further information about either of these types of examinations may be obtained from the college offices of Admissions, Counseling, Registrar or Testing Center.

Articulation Agreement With High Schools And Skill Centers: The Delta College District is part of a statewide effort charged with implementing Competency Based Education Articulation of occupational programs. It is one of nine demonstration sites in Michigan, supported by a grant from Michigan Department of Education Vocational-Technical Education Services, in which secondary and post-secondary teachers, counselors and administrators jointly develop curriculum agreements.

Articulation is an agreement between public schools and post-secondary institutions which may allow a student to receive credit for instruction received while at-

tending a high school vocational/technical program. Presently, through an Articulation Project, Delta College may accept public school achievement for advanced placement into vocational/technical programs which are similar to programs completed in high school. Any student, from Midland, Bay-Arenac or Saginaw school districts, who attends a secondary program which has a signed agreement with Delta College may receive advanced placement, or credit, for work completed in a high school or skill center. Eligible students must have graduated after spring 1978 from a public school program which has a signed agreement.

A student moving from a high school or skill center articulated program into a related program area at the college may get course waiver with no credit, or by credit for successful completion of a competency test by following these steps:

1. The teacher of the secondary occupational education program shall complete a Student Achievement Recording Process (SARP) and make this a part of the student's permanent record.
2. Upon application for general admission to Delta College, a student shall request from the high school that a copy of the SARP record be forwarded to the Director of Admissions.
3. The Delta Counseling staff will normally review the achievement record of the student and make recommendation as to the following:
 - a. Full course credit to be assigned.
 - b. Partial course credit to be assigned. (Procedure not yet established)
 - c. Performance tests to be completed.
 - d. Course waiver (no credit assigned).
 - e. Any combination of the above or none of the above

Note: Each student must meet and maintain all of the entrance requirements and academic standards of Delta College and prerequisites for the specific program desired. The Articulation (high school) Agreement in no way guarantees a student entrance into Delta College or early enrollment into "limited enrollment" programs.

Programs now articulated are: Automotive Mechanics, Data Processing, Drafting, Dental Assisting, Nursing Assistant, and Office Education. Programs planned for development are: Machine Tool and Building Trades. Further information may be obtained from area high schools/skill centers or the Delta College Admissions Office.

SUGGESTED WORK-STUDY LOAD

In consultation with counselors, each student should determine what is an appropriate college program. Most of the associate degree educational programs at Delta College are designed so that the full-time student, taking 12 to 15 credit hours, can complete those programs in 4 or 5 semesters. However, the student who works or who has unusual off-campus responsibilities may find that 12 to 15 credit hours of academic courses are excessive. The following schedule is suggested for students who attend college and also work. This schedule is based on the assumption that each lecture hour of a class may require at least two hours of study outside of the classroom.

If You Work Hour	And Enroll In Lecture Hours	It Will Require Study Hours	Total Workload Hours
40	3	6	= 49
30	6	12	= 48
20	9	18	= 47
10	12	24	= 46
0	15	30	= 45

In unusual circumstances, it may also appear warranted for a student to carry more than the normal load on a curriculum sheet. Permission to carry such a load may be granted to individuals depending upon the excellence of their previous semester's scholarship and attendance.

CLASS/CREDIT LOAD

A full-time student class load is 12-18 credit hours in a 15 week semester. In Spring or Summer sessions, a full-time load is 6-9 credit hours. To assume a class load in excess of the above credit hours, special permission must be obtained from a counselor or from the Dean of Students Office. Approval of excess credit load is highly dependent on the student's previous academic record.

CLASSIFICATION OF STUDENTS

The classification system stated below applies only to academic students pursuing certificate or associate degree programs. Community Education service credit hours are not included.

Freshman—A student who has earned fewer than 30 semester hours.

Sophomore—A student who has earned 30 or more semester hours.

Full-time—A full-time student is one who enrolls for 12 or more semester hours of credit during a semester OR 6 or more semester hours of credit during a $7\frac{1}{2}$ week session. However, in order to earn at least 62 credits in four semesters, 15-16 credits per semester is considered a normal load.

Part-time—A student who carries fewer than 12 semester hours of credit during a full semester or less than 6 semester hours of credit during a $7\frac{1}{2}$ week session.

REGISTRATION

THE THREE SEMESTER PLAN/CALENDAR: Adopted by the Delta College Board of Trustees as a means of developing year-round operation of the College, the plan makes possible fuller utilization of facilities, gives students more flexibility in long-range course planning, and enables students to complete their academic programs in a shorter period of time. The Fall, Winter and Spring semesters are each composed of fifteen weeks. Spring semester beginning in May is scheduled as a split-semester divided into two separate parts, each seven and one-half weeks in length, in addition to a fifteen-week semester. Freshman courses for high school graduates who wish to begin college prior to enrollment in the Fall semester are offered in the second half of the Spring semester. Selected courses for various curricula will be offered as justified by demand.

ORIENTATION SERVICES: An orientation program is conducted prior to the beginning of each semester as a means of introducing new students to college life and academic policies and registration procedures. During one of the orientation sessions (approximately 4 hours in length), students will: see an audio-visual presentation about Delta College student life; tour the college; meet with a counselor and a small group of other new students to discuss career plans; receive help in selecting the correct courses, assistance in planning their semester schedule of class times and learn the registration process. New college students admitted at least one month prior to the semester, will receive an orientation letter describing the program and listing orientation times and dates.

REGISTRATION PROCEDURES: Information about both on and off campus registration is described in class schedule booklets and brochures published prior to each semester. Also, instructions related to mail-in registration are published in newspaper advertisements and schedule booklets prior to the beginning of each semester. There is a specific Late Registration and Drop-Add period* designated in the college calendar each year. The Registrar and Registration Center staff coordinate and register all Academic and Community Education students for on-campus and off-campus centers.

***Add-Drop Period** — Defined as the first seven (7) calendar days of the semester during the 15 week Fall, Winter and Spring semesters, and the first four (4) days of classes during the $7\frac{1}{2}$ week Spring and Summer sessions.

CANCELLED CLASSES: The college reserves the right to cancel any class which does not have a sufficient enrollment of students to warrant its continuation. Students should attempt to add another class or drop the cancelled class for a refund at registration or the Registration Center. Students may also request a refund by letter to the Registration Center.

CLASS SCHEDULE CHANGES: Students are expected to complete the courses in which they registered. If a change is necessary, students must file a drop or add at registration or at the Registration Center. The date this form is processed is the official drop/add date for the course.

1. ADDED COURSES: In general, courses may be added through the first seven (7) calendar days of a semester or first four (4) calendar days of a 7½ week session. Courses added after these days require written permission of the instructor.

2. DROPPED COURSES: For courses officially dropped in the eight days of a regular semester or within the first three days of a split third semester, no grade will be reported or recorded on the official college transcript. If the course is officially dropped between the second week and the tenth week a student will receive a W-grade. After the 10th week through the 15th week the grade will be an E, or W-grade (if warranted) at the discretion of the instructor and providing proper drop procedures are completed (5th through 7th week of a Spring-Summer session). No course may be dropped after the 15th week of classes of a regular semester (7th week of a session).

3. WITHDRAWAL FROM COLLEGE: To completely and officially withdraw (drop all courses) students must complete a withdrawal form at registration or at the Registration Center. A letter indicating need to withdraw from college can also be directed to the Registration Center. The day the letter is postmarked will be the official withdrawal date used to determine eligibility for tuition refund.

TUITION AND FEES REFUNDS:

See—Tuition and Fees Refund Policy is stated under the "College Cost" section of this catalog and on the back of students' class schedule/receipt form.

CLASS ATTENDANCE

It will be necessary for certain groups of students (i.e. veterans, CETA, etc.) to adhere to attendance requirements imposed by external regulatory agency policies beyond the following stipulated by Delta College:

1. Attendance is expected at all classes. There is no system of cuts. Individual instructors determine attendance rules.
2. Courtesy demands that students explain the reasons for their absences to their instructors.
3. It is the responsibility of the student to make definite arrangements for all work before going on field trips to other college sponsored events. If proper credentials for such activities are presented and arrangements made for the work before the event, then the absence should not be reported, but should be recorded in the instructor's records.
4. Except in cases involving field trips or school activities which involve group absences no instructor will require statements from students concerning absences.

GRADING SYSTEM

Students receive one final grade in each course taken. Grades are indicated by letters, to each of which is assigned a certain value in grade points per semester credit hour.

Letter Grade	Significance	Grade Points/Sem. Hr.
A	Excellent	4.0
A -	Excellent	3.7
B +	Good	3.3
B	Good	3.0
B -	Good	2.7
C +	Average	2.3
C	Average	2.0
C -	Average	1.7
D +	Poor	1.3
D	Poor	1.0
E	Fail	0.0
P	Pass (C/2.0 grade or above)	
I	Incomplete	
X	Audit	
WP	Withdrawal Passing	
WE	Withdrawal Failing	
WN	Withdrawal No Evaluation	
NC	No Credit	
		Not included in computing credits and grade points

Notation: The College Community Affairs Division also uses the above letter grades for their courses, however, they do not award points or maintain grade point averages for Community Education Courses.

GRADE POINTS: The number of grade points earned in a course is the number of course semester hours (credits) multiplied by the number of grade points corresponding to the letter grade received. For example, a grade of B+ in a four semester hour course equals 13.2 grade points ($3.3 \times 4 = 13.2$).

GRADE POINT AVERAGE: Grade point average (g.p.a.) is calculated by dividing the total number of grade points earned by the total number of semester hours attempted. For example, a total of 32 grade points earned in a semester by a student officially enrolled in 16 semester hours (credits) of classes gives a grade point average of 2.00 for that semester. Cumulative grade point average (c.g.p.a.) is calculated similarly, using sum totals from all semesters a student was enrolled. In both calculations, the number of E grade credit hours must be included, although no grade points are awarded.

REPEATED COURSES: The highest grade received by a student for any given course shall be the grade used in computing the cumulative grade point average and the number of course semester hours of credit shall only be counted once in the total number of semester hours attempted. All grades received by a student in a given course shall however remain on the student transcript but will be designated by the Registrar's Office as having been repeated so it will be known that only the highest grade earned is being counted in cumulative totals.

INCOMPLETE GRADES: An "I" (incomplete) grade is granted by special arrangement with the student's instructor. A final grade will be assigned by the instructor at the expiration date of the incomplete deadline. Incomplete Fall semester work should be completed by Feb. 15 and Winter, Spring, or Summer semesters by Oct. 15 of that year. An incomplete is a temporary grade given only when the student's work has been of acceptable quality near the end of semester, but the required amount has not been completed because of reasons satisfactory to the instructor.

AUDITING COURSES: A student may enroll in courses as an auditor with audit credit earned for the course. A mark of "X" will be recorded on the permanent record if general requirements of auditing are fulfilled. Some appropriate reasons for course auditing are professional enrichment, refreshment or enjoyment. Tuition and fees are the same as for regular credit courses and a student number is required. Course objectives must be fulfilled, other than quizzes and examinations. Instructors should be informed by the student of the desire to complete the course on an AUDIT basis at the first meeting of the class. Audit credit is not applicable toward fulfillment of associate degree or certificate requirements. Once a course is started on an audit basis, a student may, with the approval of the instructor, change to credit within eight weeks of the beginning of the semester. Questions regarding course auditing should be directed to the Registrar's Office.

PASS/NO CREDIT GRADE OPTION: The Pass/No-Credit grade option is available for numerous courses at Delta College. Students interested in this grading option in place of the usual A-E system should declare this choice at registration or within the first four weeks of the semester by completing a form at the Registration Center. Enrollment on the Pass/No Credit grade option is subject to the following conditions/

1. Grades on the P-NC system are not included in computing the semester or cumulative point average.
2. Enrollment on a P-NC basis is recorded with the Registrar. No indication of P-NC status of a student will be communicated to a faculty member by any office of the College.
3. A letter grade will be on file in the Registrar's Office, but only P or NC will appear on the student's transcript.
4. Students wishing to have a grade(s) converted from P-NC to a letter grade(s) may do so by applying to the Registrar's Office.
5. Course prerequisites and other criteria for enrolling in any course shall be determined by the department or division offering the course and apply equally to both the traditional and the P-NC grading systems.
6. No student may enroll in more than a total of 8 semester hours P-NC course work while attending Delta.
7. Courses may not be taken of the P-NC system if they are listed by name and number on a student's curriculum.
8. Grading symbols used and their significance are:
"P" (Pass) credit is granted and represents performance at or above the C/2.0 level
"NC" (No-Credit) no credit is granted and represents performance at or below the C-/1.7 level.

DISPUTED GRADE POLICY: If a student wishes to appeal a grade given in a course as improper, action must be initiated by that student within 25 days of the date the grade is mailed from the Registrar's Office, unless extraordinary circumstances have prohibited the student from doing so. The first step in a grade appeal will normally be a conference between the student and the Division Chair. Further details of this policy may be obtained from the Registrar's Office, the Academic Affairs Office, Vice President of Student Services Office, Learning Resources or the Senate Handbook (pp. 62-66).

ACADEMIC ACHIEVEMENT

ACADEMIC STANDARD OF SATISFACTORY PROGRESS

Students maintaining a cumulative grade point average (C.G.P.A.) of 2.00 or better and satisfactorily progressing toward graduation, certification, transfer, or personal enrichment shall be considered academically achieving. Satisfactory progress of a student shall be defined as:

1. Successfully completing [receiving A, B, C, D, (+, -) or P Grade] the majority of courses attempted toward the requirements for graduation, certification, transfer, or personal enrichment and maintaining a C.G.P.A. above probation status, and
2. Completing a minimum of 51 percent of credit hours attempted in an academic year. Credit hours attempted equals all courses enrolled in at the end of the official add/drop period.

PROBATION STATUS AND CONDITIONS

This status indicates that a student's academic record has fallen 8-15 grade points below a 2.0 C.G.P.A. Additionally, the Registrar may place students on probation if they have received W-grades in 50 percent or more of credit hours attempted in two semesters of attendance.

If after attempting 12 or more credit hours the student record has fallen 8-15 grade points below a 2.0 C.G.P.A., the student is placed on academic probation. The following procedures will be carried out with students placed on probation:

1. Probation Letter

This letter will be issued by the Registrar to all students whose academic record has fallen 8-15 grade points below C.G.P.A. of 2.00. Further, this letter will outline the terms of students' probationary status.

2. Counselor Review

Students on probation must make an appointment with a counselor to have their curricula and course selections reviewed. This appointment with the Counselor must be made at least 30 days prior to the beginning of the semester.

3. Teaching/Learning Center

Students on probation may be required by counselors to contact the Teaching/Learning Center for diagnostic review and be referred to the appropriate Tutorial Service.

Students on Probation and Receiving Financial Aids—Federal regulations state that students placed on probation become ineligible to receive financial aids. If questions arise regarding financial aid eligibility or appealing probation status, contact the Office of Financial Aids.

Academic Review

Students who have attempted 30 or more credit hours and are on probation shall have their records reviewed by a counselor. The counselor will review procedures the students should undergo in order to improve their academic progress at Delta College.

ACADEMIC DISMISSAL STATUS AND CONDITIONS

Students whose academic records indicate that they have fallen 16 or more grade points below a 2.0 C.G.P.A. will be automatically dismissed from Delta College. Students who are dismissed must remain out of Delta College for one academic year (Fall and Winter semesters).

Dismissed students upon notification have a right to appeal this dismissal action. A written request for appeal must be submitted to the Registrar who schedules an appeal hearing before the Academic Progress Committee* at least 30 days prior to the next semester. Appeal procedures are outlined in dismissal letters mailed to students.

*The Academic Progress Committee will be composed of a counselor and one representative from each of the Offices of Dean of Students and Academic Affairs.

GRADE REPORTS AND TRANSCRIPTS

FINAL GRADES: A final grade report is mailed to students usually within one week of the official ending date of each semester. Final grades are listed on the student's official transcript which is maintained by the Registrar's Office. The final evaluation/grade of the student is the responsibility of individual faculty members. Instructors may exercise their own prerogatives with respect to student evaluation as long as these prerogatives do not conflict with other institutional policies.

STUDENT TRANSCRIPTS: The transcript is the college's official academic record of a student's work. It lists all academic courses attempted (course titles, credit hours, final grades and semesters enrolled) as well as all transfer credit accepted and any credit awarded by examination or advanced placement. Grade records of all Community Education coursework are also maintained by the Registrar's Office. A \$1.00 charge is made for each transcript copy requested by the student. Copies will be sent, upon request of the student, to any college, prospective employer, etc. designated by the student. Transcript copies will not be furnished for students who have delinquent accounts at the college.

CHANGE OF ADDRESS OR NAME: Change in address or name must be reported to the Registrar's Office or Counseling Center immediately. Communications and Grade Reports will be sent to the latest address on file.

I decided on Delta



Meet Laura B by

Daughter of Mr. and Mrs. James K. B. by
5849 Shattuck
1979 Saginaw Douglas MacArthur graduate
Winner of Delta College Board of Trustees
Scholarship
Majoring in Business Administration at Delta
Wants to be a manager buyer for a major
retail store

Favorite Musical Group: The Bee Gees

Hobbies: Piano, most sports, church activities

Last Book Read: The Agony and the Ecstasy
by Irving Stone

Favorite Quote: "I have come that you might
have life and have it more abundantly."

"Begin with Delta"

"I discovered that Delta had pretty much the same thing I was looking for at a private college and I was impressed with Delta's facilities. The pool is fantastic."

"My mom had taken some classes out here before she went to Saginaw Valley State College and I had a few friends come out here and they really enjoyed it."

"One of the reasons I decided on Delta was because it's close to home, it's more convenient for me to stay around here."

"High school is something that you have to attend, but here at Delta, you can pretty much decide what you want to do. I like the idea of being able to pick out my own curriculum. I can take classes which will have more of a direct influence on what I want to do."

I decided on Delta.



Meet Patrick R. Hare, 18

Son of Mr. and Mrs. Robert D. Hare, 1525
Vancouver
1979 Saginaw Douglas MacArthur High
School graduate
Played on MacArthur's soccer team, was a
member of All-State Class A soccer team in
Michigan
Plans to concentrate his curriculum in the
sciences his first year at Delta
Would like a career in science or medicine

Favorite Musical Group: Bee Gees

Hobbies: Motorcycle riding, boating

Last Book Read: "Bicentennial Series" by John
Jakes

Favorite Quote: "Give me liberty or give me
death"

"Begin with Delta"

"I was interested in playing soccer and I received an athletic scholarship to attend Delta College."

"At MacArthur, we have an open campus, but at Delta the workload is going to be heavier."

"The classes I'll take at Delta will give me a start in course work required by both the science and medical fields."

ACADEMIC CERTIFICATE AND ASSOCIATE DEGREE GRADUATION REQUIREMENTS

A student in continuous attendance in regular semesters and continuing in the same program may, for purpose of graduation or completing program requirements, elect to meet the graduation or program requirements in effect at the time of his/her entering the college or at the time of his/her graduating or completing the program therefrom. If the student interrupts his/her attendance, he/she will have to satisfy the catalog requirements in effect at the time of his/her readmission. Continuous attendance is defined as no interruption in regular semesters, since the student's first registration at Delta College.

Certificate requirements: Students must earn a 2.0 minimum cumulative grade point average and complete all courses listed in a certificate curriculum. Students must file an application for a certificate with the Registrar's Office during registration for the last semester of course work. All financial obligations to Delta College must be fulfilled before a student may graduate.

Associate Degree requirements: Students must complete all basic degree requirements plus specific requirements in one of the associate degrees listed. All financial obligations to Delta College must be fulfilled before a student may graduate.

BASIC DEGREE REQUIREMENTS (all degrees)

1. Earn a 2.0 minimum cumulative grade point average in a specific career curricula or a transfer curricula.
2. Earn a minimum of 60 semester hours, exclusive of Physical Education.
3. Earn two semester hours in Physical Education activity courses, unless officially exempted for one of the following reasons:
 - a. Veterans having at least one year of continuous active duty
 - b. Students certified by a licensed physician as physically unable to participate and exemption approved by Delta College H.P.E.R. Division Chair
 - c. Optional for Associate in General Studies Degree
4. Earn a minimum of three semester hours in Political Science (American Government) as required in Act 106, Public Acts of 1954, State of Michigan.
5. Earn a minimum of 24 semester hours of credit at Delta College. The student must be enrolled at Delta while earning the final credits to complete this requirement.
6. File an application for an Associate Degree with the Registrar's Office during registration for the final semester of course work.

DEFINITION OF GROUP REQUIREMENTS

Students must complete courses from at least two subject areas listed in each of Groups I, II, and III.

Group I: Humanities

Literature (ENG); Photography (PHOT); Art (only ART 151, 152, 153, 155); French (FR); German (GE); Russian (RUS); Spanish (SPAN); Interdisciplinary Humanities (IHUM); Music (only MUS 100, 111, 112, 115); Philosophy (PHIL); Speech (SPCH); *History (only HIST 111 or 112).

Group II: Social Science

*Geography (GEOG); Economics (ECON); *History (HIST); Political Science (POLS); Psychology (PSY); Sociology (SOC).

Group III: Science

At least one class must be a lab science course.

Mathematics (MATH 119 and above); Computer Science (CPS 140 and above); Allied Health (ALDH); Biology (BIOL); Chemistry (CHEM); *Geography (only GEOG 111); Geology (GEOL); Physical Science (PSCI); Physics (PHYS); Sociology (only SOC 230).

*History (HIST) 111 or 112 may be included in either Group I or II but may not be counted in both groups; Geography (GEOG) 111 may be included in either Group II or III but not both groups; Sociology (SOC) 230 may be included in either Group III or IV but may not be counted in both groups.

Specific major program requirements and acceptable courses within the group requirement areas differ among senior colleges and universities. It is recommended that transfer students consult with a counselor to insure that their planned course work meets the requirements for graduation from Delta College as well as specific requirements at other colleges where a student may wish to transfer.

ASSOCIATE IN APPLIED SCIENCE DEGREE REQUIREMENTS

1. Fulfill all Basic Degree Requirements listed.
2. Satisfactory completion of six semester hours in English Composition or approved equivalent.
3. Satisfactory completion of all courses listed in one of the Delta College Occupational Curricula.

ASSOCIATE IN ARTS DEGREE REQUIREMENTS

1. Fulfill all Basic Degree Requirements listed.
2. Satisfactory completion of six semester hours in English Composition or approved equivalent.
3. Satisfactory completion of eight semester hours minimum in each of Groups I, II and III according to the Definition of Group Requirements listed.

ASSOCIATE IN BUSINESS STUDIES DEGREE REQUIREMENTS

1. Fulfill all Basic Degree Requirements listed.
2. Satisfactory completion of six semester hours in English Composition or Business Communications.
3. Satisfactory completion of all courses listed in one of the Delta College Business Occupational Curricula.

ASSOCIATE IN SCIENCE DEGREE REQUIREMENTS

1. Fulfill all Basic Degree Requirements listed.
2. Satisfactory completion of six semester hours in English Composition or approved equivalent.
3. Satisfactory completion of eight semester hours minimum in each of Group I and II plus 20 semester hours minimum in Group III according to the Definition of Group Requirements listed.

ASSOCIATE IN GENERAL STUDIES DEGREE REQUIREMENTS

This degree is designed primarily for those students whose goal is self enrichment and who are not following a specific occupational or transfer program/curricula. It is strongly suggested that a student discuss this degree option with a counselor and consider fulfilling the Group requirements.

1. Earn a minimum of 62 semester hours.
2. Earn a 2.0 minimum cumulative grade point average.
3. Fulfill Basic Degree Requirements listed as numbers 4, 5, and 6.

ADDITIONAL ASSOCIATE DEGREE(S)

An additional Associate Degree may be earned at Delta College. Students should have a primary goal of increasing professional competencies in an occupational area. Candidates for this degree must meet the following requirements:

1. Already have earned an associate, baccalaureate, or higher degree. Previously earned credits will be evaluated for transfer to this degree if they are applicable.
2. After issuance of first degree, earn a minimum of 24 credit hours at Delta College.
3. Satisfactory completion of a planned program in one of the following degrees: Associate in Business Studies, Arts, Science or Applied Science.
4. Establish a new grade point average on the second associate degree course work with no carry-over from first earned degree.
5. Fulfill all Basic Degree Requirements listed.

FINAL DATES FOR COMPLETION OF APPLICATION FOR ASSOCIATE DEGREE/CERTIFICATE

DEGREE COMPLETION DATE

April	1st Week of February
August	1st Week of June
December	1st Week of October

DEADLINE DATE FOR APPLICATION

CURRICULUM CHANGE:

A student considering a change of curriculum should discuss such action with a Counselor. If a change is warranted, an official "Curriculum Change Request" form must be completed and signed by the student and the Counselor. The change will then be recorded on all student records and the college transcript. Graduation Requirements are audited for the final recorded curriculum choice by the Registrar's Office.

SEMESTER HONOR LIST:

Each semester a Dean's List is issued listing the names of all students who receive a grade point average of 3.50 or higher for that semester. To be eligible, a student must complete at least 12 credit hours in a Fall or Winter Semester or 6 or more credit hours in a Spring or Summer session. Courses taken on the Pass/No-Credit option do not apply.

GRADUATION

It is the student's responsibility to monitor progress in meeting graduation requirements. When completing the final semester of course work, students must file an application for a Certificate or Associate Degree. Applications for graduation are available at the Registrar's Office and should be filed during registration for the final semester of course work.

Although a student may complete graduation requirements at the end of Fall, Winter or Spring semesters, Commencement ceremonies are only held once a year, usually in late April and all graduates are encouraged to attend. Diplomas are mailed to students by the Registrar's Office after each semester ends. Students whose cumulative grade point averages are 3.50 or above will be recognized with the following graduation honors:

1. HONORS graduates: 3.50-3.69 cumulative grade point averages
2. HIGH HONORS graduates: 3.70-3.89 cumulative grade point averages
3. HIGHEST HONORS graduates: 3.90-4.00 cumulative grade point averages

Honors and Awards: Each year the College recognizes those members of the graduating class who, by their high academic performance, superior service or citizenship and potential for leadership, are deserving of special attention and honor. The following awards have been established by generous donors and are presented at a Special Awards Luncheon prior to graduation.

Oscar M. Anderson Award: This special honor and gift given by the Northern Supply Company recognizes that student in Automotive Service Technology who graduates with an outstanding academic record

Board of Trustees Honor Award: A Certificate of Achievement is presented to the student who has earned the highest academic average. The recipient's name is inscribed on the Trustees Honor Award plaque.

William R. Collings Award of Excellence: The graduate whose high personal goals, superior citizenship and potential for leadership qualify him/her for this highest award is presented with an honorarium sponsored by the Dow Corning Corporation.

Davis Music House Award: This annual award honors the graduate who has achieved outstanding scholastic success in Music.

Dow Chemical U.S.A. Award: A Certificate of Achievement and a gratuity are given by the Dow Chemical Company to the graduate who has earned the highest academic record in Science.

Fred Dulmage Award: The top ranking graduate in the area of Engineering Technology receives an award and has his/her name engraved on a plaque displayed at the College.

Dr. and Mrs. Donald C. Durman Cup: An outstanding student who has demonstrated service and leadership to Delta College and the community has his/her name inscribed on a distinctive trophy permanently exhibited by the College.

Eaton Corporation Award: The graduate who has achieved a superior scholastic record in the mathematics curriculum receives an award and has his/her name engraved on the Eaton Corporation plaque.

Midland County Bar Association Award: A special trophy recognizes the graduate who best characterizes high personal standards and academic achievement in the field of Law Enforcement.

Frances Goll Mills Achievement Award: The outstanding graduate in Nursing receives a special gift and honorarium in recognition of promise, performance and dedication to the field of Nursing.

Interior Design Society Award Eastern Michigan Chapter: An award is presented to the outstanding graduate based on achievement and commitment in the field of Interior Design.

Dr. Daniel Kinsey Award: The graduate who best characterizes athletic achievement, superior scholarship and consideration for others is given a replica of the Kinsey plaque in honor of the first Athletic Director of Delta College.

Morley Brothers Foundation Award: The annual award and honorarium is presented by Morley Brothers Foundation to recognize exceptional potential for leadership in the field of Business Management.

Peoples National Bank and Trust Company Award: A special award and gift given by Peoples National Bank honors a graduate in a field related to banking for demonstrated high scholastic standing and leadership qualities.

Saginaw Art Museum Award: A replica of the Saginaw Art Museum plaque is given to an Outstanding Graduate in Art who has demonstrated excellence of artistic expression in any field of visual arts and shown creative potential and promise together with personal commitment to pursue a career in art.

Saginaw Steering Gear Award: The top ranking graduate in the field of Secretarial Science receives an award and the student's name is engraved on a plaque displayed at the College.

Wickes Corporation Award: This trophy and honorarium presented by the Wickes Corporation recognizes the graduate who has achieved outstanding scholastic success in Marketing.

Lola Bishop Whitney Award: An Outstanding Graduate in Foreign Language is given a replica of the Lola Bishop Whitney plaque as well as an honorarium.



STUDENT'S RIGHTS RESPONSIBILITIES AND CONDUCT

In joining the academic community, the student enjoys the right of freedom to learn and shares the responsibility in exercising that freedom. The student is expected to conduct her/himself in accordance with standards which are designed to perpetuate the educational purposes of the college.

The college has developed procedures and channels by which students may have a fair and objective hearing for their grievances in regard to academic evaluation, students' rights and privacy and disciplinary action. Students have the right of protection against prejudice or capricious academic evaluation or loss of personal rights and freedom. At the same time, however, students are responsible for maintaining standards of academic performance established for each class in which they are enrolled and for following the rules of conduct established by the college.

STUDENT RIGHTS OF ASSOCIATION AND EXPRESSION

"Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of the academic community, students should be encouraged to develop the capacity for critical judgment and to engage in a sustained and independent research for truth."^{*}

A. Students are free to organize and join associations to promote their common interests. In order to use College facilities and resources and to request Student Activities financial assistance, student groups are required to register at the Student Activities Office, submitting a statement of purpose and a current list of officers or designated representative(s). Groups are also encouraged to choose a faculty or staff advisor to assist them

- B. Students and student organizations are free to examine and discuss all questions of interest to them and to express opinions publicly and privately including their views on issues of College Policy.
- C. As a normal College activity, students or student organizations may distribute written material without prior approval. Hand-to-hand distribution shall be permitted in areas of public passage (commons, hallways, sidewalks, etc.) providing distribution does not interfere with normal College activity or routine. Posting and other types of distribution shall be limited to those places established by written College regulations.
- D. Students and student organizations are free to invite speakers, to hear any person, and to plan programs of their own choosing subject only to those written requirements established by the College to ensure proper scheduling and use of facilities.
- E. No policy, procedure, or guideline of Delta College shall discriminate on the basis of the political, social, or other opinions of students individually or collectively.
- F. No record shall be kept by Delta College which reflects the lawful political activities or beliefs of students unless on the written request of the student. Information about a student's views, beliefs, and political associations acquired by the faculty or other College employees in the normal course of their work shall be considered confidential and shall not be disclosed without the knowledge and consent of the student unless under legal compulsion.
- G. Nothing in this policy shall be construed to imply approval or endorsement by Delta College of the views expressed by students or student organizations.
- H. Nothing in this policy shall be construed to relieve any person of obligations under Regulations and Rules of Conduct

^{*}Preamble, "Joint Statement on Rights and Freedoms of Students," AAUP, 1967.

REGULATIONS AND RULES OF CONDUCT

I. Introduction

A. General Responsibility: Delta College has the responsibility to adopt and enforce rules which are consistent with Delta College goals and operations and to establish due process procedures in disciplinary cases.

B. Authority to Establish Standards of Conduct: Standards of conduct are established by rules of (1) the College, as adopted by the Board of Trustees and made known through College publications or by notices distributed or prominently posted on College Bulletin Boards; and (2) by laws of the United States, State of Michigan and County of Bay (Public Laws).

Except in the case of interim or emergency type rules as granted by Michigan Public Act No. 26 of 1970, such regulations shall be established and amended with the advice of the College Senate. Final authority is through either the Delta College Board of Trustees or the laws of the United States, State of Michigan, or County of Bay.

C. Individual Responsibility: An individual having an institutional relationship to Delta College (members of College Community) is automatically placed under the rules of the College. "Institutional relationship to the College" means any connection of employment, enrollment or service existing between any person and Delta College. As used herein, this phraseology is intended to prevent the application of these rules to purely personal or social relationships between or among students, faculty members, administration or staff members, outside of the College proper. Therefore, it is important for all members of the College Community to familiarize themselves with the rules and regulations affecting them.

D. Effect of Violating Rules: A member of the College Community violating any of the rules of the College or a public law, on campus or off campus at a Delta College sponsored activity, is subject to disciplinary action by Delta College that is appropriate to the nature of the offense. Such disciplinary action will be taken in accordance with the procedures governing cases of violations as outlined in the Delta College Judicial Process.

E. Reports of Violations: Reporting of violations shall be within the province of all members of the College community, because they have a common responsibility in maintaining an orderly and efficient community for their mutual benefit. Violations may fall in one of several categories: (1) minor offenses which are dealt with by reprimand, (2) violations by students which are to be reported to the Office of Dean of Students, (3) violations by faculty or staff members which are to be reported to the Office of the President, (4) civil or criminal violations which are to be reported to the Campus Police Department.

F. Severance Provision: If any of the foregoing rules or any part of any such rule shall be adjudged invalid by a court of competent jurisdiction, then such adjudication shall not affect the validity of these rules as a whole or any provision or part of any such rule not so adjudged invalid.

II. Rules and Regulations

A. Physical Force: No member of the College Community shall use physical force, threaten physical force or use intimidation against any person engaged in an activity properly undertaken as part of an institutional relationship of the College except as permitted under normal law enforcement procedures.

B. Disruption: No member of the College Community shall interfere with a college function by depriving any person of needed safety, quiet or other physical conditions of work or study.

C. Interference: No member of the College Community shall interfere with the free movement of any person engaged in an activity properly undertaken as part of an institutional relationship to the College.

D. Compliance: In keeping with the system of voluntary compliance that underlies the College regulation of conduct, no member of the College Community shall fail to follow the reasonable instructions given by an appropriate College official to cease specified conduct, if such conduct threatens disruption or interference with: (a) the rights of others (b) College discipline (c) College functions (d) order in the College Community.

E. Identification: No member of the College Community shall refuse to provide identification when requested to do so by an identified employee of the College.

F. Forbidden Occupation: No member of the College Community shall, subsequent to reasonable notice to leave given by the College President or the authorized designee, continue occupation of any college facility or property which is under the direct control or responsibility of the college, especially if such occupation interferes with a college function or is a risk of injury to a person or property.

G. Facility Entry and Usage: No member of the College Community shall gain or attempt to gain unauthorized entry to or make unauthorized use of the College facilities or property.

H. Property: No member of the College Community shall damage, deface, destroy, steal, or misappropriate the property of (a) the College or (b) any member of the College Community or (c) any visitor to the College Campus.

I. Unauthorized use of College Credit, Property, Etc.: No unauthorized member of the College Community shall use the College telephones, postal machines and meters, duplicating machines, computers, or other equipment where the unauthorized use of any such instrumentalities results in the incurring of charges by the College. This provision shall be deemed to also include College billing, charging, and credit card numbers utilized for communications or transportation purposes. Further it shall be a violation of this section for any member of the College Community who has not been issued a key by the College to possess or use college keys for any purpose whatsoever.

J. Counterfeiting, Altering and Copying: No member of the College Community, with intent to injure or defraud, shall falsely make, forge, manufacture, print, reproduce, copy, tamper with, or alter any writing, document, record, or identification used or maintained by the College or by members of the College Community.

No member of the College Community shall knowingly possess, display, or cause or permit to be displayed any writing, record, document, or identification form used or maintained by the College or by members of the College Community, knowing the same to be fictitious, altered, forged, counterfeited, or made without authority.

K. Confidentiality of College Records: No person shall inspect, investigate, or use college files (i.e., Counseling, Financial Aid, Placement, Registrar) without proper college authorization.

L. Firearms and other Dangerous Materials: The possession or use of firearms, firecrackers, explosives, toxic or dangerous chemicals, or other lethal weapons, equipment, or material is not permitted on College property (including College Housing) at any time except: (1) when specifically authorized by the College for educational purposes, or (2) when

firearms used for recreational purposes and transported through the campus meet the regulations of the Campus Police Department.

M. Alcoholic Beverages: No member of the College Community shall possess or consume beer, wine, or other alcoholic beverages on College property, or any property which is under the direct control or responsibility of the College, excluding Residence Halls, in which case regulation of such shall be the responsibility of the Director of Housing. *This regulation shall not apply to the President's home and the Higgins Lake Cottage. This rule may be suspended from time to time by authorization of the President.*

N. Smoking: Smoking is permitted in the following areas:

- a. The College Commons, including the concrete patio area
- b. Corridors
- c. Faculty and staff offices
- d. Library
- e. Student Center
- f. Residence Halls
- g. Conference Rooms

Non-Smoking Areas are:

- a. The courtyard
- b. Television studios and classroom laboratories
- c. Gymnasium and Lecture Theater
- d. Classrooms
- e. All areas not specifically listed as smoking areas

O. Drugs: No member of the College Community shall possess, distribute or use any prohibited drug in either the refined or crude form, except: (1) control substances for personal usage and these must be under the current prescription of a licensed physician, (2) those specifically authorized to Delta College by Federal or State authorizing agencies for educational purposes. *Nor shall any member of the College Community possess property which is used, or intended for use, as a container for any controlled substance.*

P. Selling, Soliciting, and Distributing: Any person who wishes to distribute, solicit, or sell information, materials, goods, or services not within normal College activities and routine, must have the written permission of Dean of Students or Business Manager or their designee.

Q. Housing: A member of the College Community is also subject to disciplinary action for misconduct, where said conduct violates the additional rules governing residence in College Housing. *Such additional rules herein referred to are contained in the Housing Handbook.* All persons who live in or make use of said housing are expected to be aware of said rules.

R. Animals: People may not bring animals on campus or into college buildings. Leader dogs and animals used for educational purposes are exceptions; however, all animals must remain under the control of their owners and be properly licensed and medically treated as required by law.

S. Federal, State, and Local Laws: Violations of Federal, State, or Local Laws on campus, or off campus in connection with College sponsored activities, shall constitute violations of College rules.

MOTOR VEHICLE REGULATIONS

PARKING REGULATIONS

Sec. 1 — PARKING

The College has provided adequate parking space for all students, faculty, staff, and visitors. Your cooperation in complying with these regulations is appreciated. They have been established in the interest of good driving practice, public safety, and in accordance with State Laws.

All vehicles which enter the property of Delta College are expected to comply with the College Regulations pertaining to parking and traffic. Failure to comply with these regulations will result in Violation Notices being issued by an officer of the Campus Police Department.

Sec. 2 — TOWING

The College maintains its right to tow any vehicle illegally parked on Campus without warning, at the expense of the owner.

Sec. 3 — OBSTRUCTING TRAFFIC

Any vehicle parked on Campus, in such manner as to obstruct the free flow of traffic, or endanger the safety of the public, shall be in violation of this Regulation. FINE: Vehicle will be towed at owner's expense.

Sec. 4 — ABANDONED VEHICLE

Any motor vehicle left on campus for more than five (5) consecutive days without being moved and the owner/driver has not notified the Campus Police Department that the vehicle will not be moved shall be deemed abandoned. Any vehicle parked on campus without current license plates attached, shall also be deemed abandoned. Violators will be towed at owner's expense.

In an effort to control long term parking the owner/driver of any vehicle which will be left parked for an extended period of time, more than five (5) consecutive days without being moved shall report the necessary information to the Campus Police Department immediately.

Sec. 5 — PARKING OF MOTOR VEHICLES ON DELTA COLLEGE PROPERTY

No person shall park, except when necessary to avoid conflict with other traffic, or in compliance with law or directions of a police officer or traffic control device, in any of the following places:

5.01: At any place or location where official signs prohibit parking or stopping, including, but not limited to posted Fire and Emergency Lanes, Bus Stop Zones, Loading and Unloading Zones.

5.02: At any place or location where official signs designate such parking for specific use of handicapped persons or for motor driven cycles, or bicycles.

5.03: On any sidewalk located on the Delta College Campus.

5.04: Within 15 feet of any fire hydrant.

5.05: Upon the curb, grass, lane island, traffic islands, or median strips.

5.06: In reserved parking lots without proper authorization.

5.07: On the highway side of any vehicle stopped or parked at the edge or curb of a street.

5.08: Within any intersection, or parked so as to block any public or private driveway.

5.09: Parking on any street or roadway, or shoulder of any street or roadway on the Delta College Campus, is prohibited.

5.10: Parked in such manner as to prevent other vehicles from using legitimate parking spaces, i.e., straddling parking lanes, parked in two spaces, parked parallel to curb, or backed into parking space.

Sec. 6 — CAR POOL PARKING

In an effort to assist the students with fighting the current gas prices, a special Car Pooling Areas, located in the East and West Parking Lots, has been established. Permits for car pooling are obtained from the Campus Police Department. To obtain a permit, there must be three (3) or more riders in a car at least three (3) days a week. This special area is strictly enforced every day. A violation will result in a \$5.00 ticket, a second violation will result in the vehicle being towed at the owner's expense.

Sec. 8 — FINES AND PENALTIES

All fines will double if not paid or an appeal filed with the Campus Police Department within 21 days after receipt of a ticket. Once a ticket is put on "hold," after 21 days, a service charge of \$2.00 will then be added. This would increase an original \$2.00 parking ticket to \$6.00 after 21 days.

Sec. 9 — APPEALS

All requests for appeal of Parking and Traffic Tickets should be directed to the Campus Police Department. An appeal form shall be completed by the appellant and forwarded to the Traffic Appeal Board, which shall be composed of three members (1 student; 1 faculty; 1 staff) and shall meet at regular intervals to review appeals and complaints. The Board may either uphold the fine or dismiss the case, and order to release grades and transcripts in accordance with these Regulations. The Board shall also send written notices to individuals with fines outstanding advising them of the penalties. The Board will also review and recommend any changes in these Regulations. The College reserves the right to make any necessary revisions to these Regulations at any time, providing two week notice in the Student and Staff Bulletins prior to becoming in effect.

TRAFFIC REGULATIONS

Sec. 1 — COLLEGE REGULATION

As a condition of the use of College roads and parking facilities, all vehicles upon Delta College property shall be operated in a safe and courteous manner in obedience to all applicable state laws, all posted traffic signs, and directions of Campus Police Officers. All persons operating a vehicle on this campus must show proper operator's license, registration, and proof of insurance when requested by Campus Police Officers of Delta College, or other Law Enforcement Officers.

Sec. 2 — STATE LAW

Delta College Campus Police Officers, as Bay County Deputy Sheriffs, as well as other State Law Enforcement officials have authority to enforce those provisions of State Law applicable to the Campus. Operators in violation of such provisions will be issued a traffic citation, which will require the violator to appear in the 74th District Court in Bay City.

Applicable provisions include:

OFFENSE

	STATUTE
Failure to stop after PI Accident	257.617
Failure to stop after PD Accident	257.618
Driving under influence of liquor or drugs	257.625
Driving while impaired	257.625a
Careless Driving	257.626b
Drag Racing	257.626a
Failed to stop leaving private drive	257.652
Manslaughter	750.324
Negligent homicide	750.325
Reckless Driving	257.626
(Conviction of certain of these offenses may result in points being added to your driving record.)	

Sec. 3 — PENALTIES

Members of the Delta College community, in violation of the above Sections 1 and 2, whether or not cited under State Law, shall be subject to disciplinary action under the College Judicial Process Article.

HANDICAPPED PARKING

The Campus has limited spaces reserved for handicapped drivers. Spaces are assigned on a semester basis. Persons may apply at the Campus Police Office. A doctor's letter describing the severity of handicapped is required.

PROPERTY PROTECTION

Since all parking lots are vulnerable to theft, it is recommended strongly that you do not bring or leave any valuables in your car. The College is not responsible for theft of personal property.

If you must bring valuables, lock them in your trunk, record serial numbers of radios, tapes, etc. Turn off your lights, take your keys, lock your car.

ACCIDENTS

Report all accidents to the Campus Police Department. Exchange information with the other operator. Most accidents occur in parking lots while attempting to park your car. Use care in parking and obeying traffic rules.

CAMPUS POLICE

Contact the Campus Police Department, B-101 East Main Entrance, if you are in an accident, or your vehicle has been entered, or if you need assistance, or want information. The Campus Police Department operates 24 hours a day, 7 days per week. Its officers are Deputy Sheriffs of Bay County and are at Delta for your protection and safety, EXT. 9111.

IMPORTANT NOTICE

Any vehicle parked in a Handicapped Parking Zone; or parked upon the islands, medians, sidewalks, or lane islands, or parked in such manner as to obstruct pedestrian or vehicle movement will be immediately towed away at owner's expense.

DELTA COLLEGE STUDENT COMPLAINT AND HEARING PROCESS

Every effort will be made to first resolve conflicts through informal discussion with the involved parties. If this fails, a written complaint may be filed as outlined below.

A. Complaint

1. A complaint alleging violations of a college rule and/or regulation may be filed in writing against any student through the Office of the Campus Police on a State of Michigan Standard Incident Report form, UD-107. Complaints must be filed within a reasonable length of time. This report shall then be forwarded to the Office of the Dean of Student Affairs for action.
2. The Dean of Student Affairs or his or her designee shall take one of the following actions after consultation with the student(s) involved and undertaking other investigations that may be appropriate under the circumstances. The action taken by the Office of the Dean of Student Affairs will be communicated to student(s) in writing.

- (a) Dismiss the complaint;
- (b) Conduct an informal hearing and invoke a sanction if the alleged violation is admitted;
- (c) Refer to a Case Review Officer selected from a list prepared by September 1 each year by the Office of the President. The Case Review Officer will be named within three (3) working days of the receipt of the complaint, barring unforeseen circumstances.

B. Case Review

1. Purpose: to consider complaints referred by the Office of the Dean of Student Affairs and to recommend appropriate action to be taken by the Office of the Dean of Student Affairs.
2. The Case Review Officer will conduct a case review, normally including discussion with all parties involved, prepare a written report, and will recommend one of the following actions be taken by the Office of the Dean of Student Affairs:
 - (a) Dismissal of the complaint;
 - (b) Invocation of a specific sanction;
 - (c) Activate the Formal Hearing Panel.
3. The Case Review Officer will make a recommendation within five (5) working days of receiving the complaint, barring extenuating circumstances.
4. Action by the Office of the Dean of Student Affairs shall be communicated to the student(s) in writing.

C. Formal Hearing Panel

1. Members of the Formal Hearing Panel shall serve for one year (September 1 through August 31 of the following year) and include:
 - (a) A non-voting chairperson designated by the Office of the Dean of Student Affairs who has not previously ruled on the case;
 - (b) Three students—selected by the Senate-Student Liaison Committee;
 - (c) One faculty member—selected by the Faculty Executive Committee;
 - (d) One staff member—selected by the Senate President;
 - (e) A sufficient number of alternates shall be designated to assure full panel representation when hearings are scheduled.
2. The Formal Hearing may be requested:
 - (a) by the student(s) filing a written request with the Office of the Dean of Student Affairs within five (5) working days following notification of the action taken.
or
 - (b) by the Office of the Dean of Student Affairs.
3. Within ten (10) working days of the receipt of a written request for a formal hearing, the Office of the Dean of Student Affairs shall convene the Hearing Panel. The student(s) shall be advised of the date, time, and place of the scheduled hearing.
4. The Formal Hearing Panel will review all previous actions and conduct a formal hearing. Within eight (8) working days, barring extenuating circumstances, the panel shall make a ruling specifying its findings. Such ruling may result in:
 - (a) Confirmation of the action of the Office of the Dean of Student Affairs;
 - (b) Dismissal of all or a portion of the complaint;
 - (c) Instructions to the Office of the Dean of Student Affairs to invoke a specific sanction or initiate other disposition as the Panel shall deem appropriate under the circumstances.
5. Such decision of the Hearing Panel shall be final except that action involving suspension or dismissal from the College must be ratified by the Office of the President before implementation.

STUDENT RECORDS

In compliance with the Federal law, The Family Educational Rights and Privacy Act of 1974, Delta College maintains procedures pertaining to the confidentiality of student educational records. No one outside the institution shall have access to nor will the institution disclose any information (other than Directory Information) from students' education records without the written consent of students except to qualified personnel within the institution, to officials of other institutions in which students seek to enroll, to persons or organizations providing students financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with a judicial order, and to persons in an emergency in order to protect the health or safety of students or other persons. All these exceptions are permitted under the Act.

Written consent of the student is not required for Delta College staff or faculty members to utilize educational records for legitimate educational purposes. These members include faculty, counselors, administrators, clerical staff, and other professional level employees. At its discretion the institution may provide Directory Information in accordance with the provisions of the Act to include: student name, address, telephone number, curriculum and major field of study, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, participation in officially recognized activities and sports, and weight and height of members of athletic teams. Students wanting directory information kept confidential must notify the Counseling Center in writing within the official drop-add period of each semester or session.

The College will permit a person who is or has been in attendance at the College to inspect and review his or her educational records. Students may not inspect and review the following as outlined by the Act: financial information submitted by their parents; confidential letters and recommendations associated with admissions, employment or job placement, or honors to which they have waived their rights of inspection and review; or education records containing information about more than one student, in which case the institution will permit access only to that part of the record which pertains to the inquiring student. The institution is not required to permit students to inspect and review confidential letters and recommendations placed in their files prior to January 1, 1975, provided those letters were collected under established policies of confidentiality and were used only for the purpose for which they were collected.

Students who believe that their education records contain information that is inaccurate or misleading, or is otherwise in violation of their privacy or other right may discuss their problems informally with the person in charge of the records involved. If the decisions are in agreement with the students' requests, the appropriate records will be amended. If not, the students will be notified within a reasonable period of time that the records will not be amended and will also be informed of their right to a formal hearing by the Dean of Students.





SECTION III

ACADEMIC PROGRAMS AND COURSES



**Transfer Programs
and Procedures**

**Occupational Certificate
& Associate Degree
Programs**

**Skilled Trades
Programs**

**Academic Courses:
General Information**

TRANSFER PROGRAMS & PROCEDURES

For the student who wishes to pursue a baccalaureate degree, Delta College offers the first two years of study needed to fulfill the basic freshman and sophomore requirements of most programs offered by senior colleges and universities. Delta College offers students the advantages of lower costs, smaller classes, individual attention, excellent instruction and the opportunity to improve reading, composition, mathematics, and study skills.

TRANSFER CURRICULA

The transfer programs/curricula at Delta College are a cooperative effort between the community college and the senior institutions. It is important for community college transfer students to seriously consider and investigate the four year colleges as they do differ in size, location, programs of study including majors and minors offered, cost, academic atmosphere, etc. The closer the student can match abilities, interests and personal needs to a particular college, the better the chances are for success. It should be recognized that even though programs/curricula titles may be the same, the course requirements from one college or university to another may be different. Professional counselors are available at Delta College to assist students in choosing their colleges and in planning their transfer programs.

Detailed curricula guidesheets listing suggested Delta courses and providing career information and admission specifics are available from the Counseling Center for the following transfer programs. Other transfer programs not listed can be individually developed with a counselor.

Code	Program Title
01	Agriculture
04	Architecture, Pre
44	Art Education/Art Majors
69	Biology Majors
15	Business Administration
45	Business Education
68	Chemistry Majors
53	Computer Science
19	Data Processing
70	Dentistry, Pre
A3	Dietetics
42	Drama/Theater/Speech Majors
46	Elementary/Pre-School Education
55	Engineering, Pre
41	Foreign Language Majors
58	Forestry/Natural Resources/Conservation
57	Geology/Geography Majors
38	Home Economics
50	Industrial Arts Education

64

Code	Program Title
61	Journalism/English Majors
62	Law, Pre
90	Liberal Arts
73	Medicine/Osteopathy, Pre
74	Medical Technology, Pre
76	Mortuary Science, Pre
52	Music Education/Music Majors
77	Nursing, Pre (BSN)
80	Occupational Therapy, Pre
81	Optometry, Pre
82	Pharmacy, Pre
51	Physical Education
83	Physical Therapy, Pre
A2	Physician's Assistant, Pre
84	Psychology Majors
48	Secondary Education
88	Social Work/Sociology Majors
49	Special Education
95	Undecided
86	Veterinary Medicine, Pre

TRANSFER DEGREE REQUIREMENTS

Virtually all baccalaureate degrees require a variety of courses in English, Humanities, Natural Sciences and the Social Sciences. These courses serve to broaden the intellectual background of the student regardless of the specific career area in which the student may be interested. This grouping of courses is generally referred to as "general education or basic studies." Specific acceptable courses in each category may vary somewhat from one college to another, therefore, students should plan their transfer program with the assistance of a counselor.

Delta College maintains up-to-date information and continuous liaison with the senior colleges and universities in Michigan regarding their requirements for transfer. These curricula and college guidesheets are available in Delta's Counseling Center. **It is the responsibility of each student to be aware of transfer college requirements.** Students should work closely with a Delta College counselor and consult the transfer institution catalog to insure that planned course work is appropriate for their program.

TRANSFERABILITY OF DELTA COURSES

Based upon information provided to Delta College from the major Michigan public four-year colleges & universities, Delta's Counseling staff has developed a computerized program that provides specific information about how Delta courses will transfer. Transferability of Delta courses depends basically upon: (1) the school to which the student transfers; (2) the program or major of the student; (3) the grade received in the course. Individual Delta students can request from the Counseling Center a printed copy of how their Delta courses should be accepted at the colleges to which they are transferring. There is no charge for this service. Michigan schools for which transfer course information is available are: Central Michigan University, Eastern Michigan University, Ferris State College, Grand Valley State College, Lake Superior State College, Michigan State University, Michigan Technological University, Northern Michigan University, Oakland University, Saginaw Valley State College, University of Michigan-Ann Arbor, University of Michigan-Flint, Western Michigan University.

There is a limit to the number of credits a student may transfer to a senior institution. This is generally sixty-two (62) semester hours of transferable credit or half the total number of credits required for the baccalaureate degree. Transferability of Delta College courses is dependent upon applicability to the specific transfer program and the grade earned. Courses that parallel those offered by the transfer institution are generally accepted if a C (2.0) grade minimum is earned. Students are advised to check with a counselor for a credit evaluation of specific courses.

TRANSFER PROCEDURES

It is important that students select as early as possible the senior college to which they plan to transfer because schools differ markedly as to curricula offered and their corresponding requirements. Students who plan to attend another college after the completion of their sophomore year at Delta College should:

1. Investigate carefully both the entrance and degree requirements of the institution to which they plan to transfer. Basic guidesheets and catalogs for most Michigan senior colleges are available in the Counseling Center.
2. Discuss transfer programs with a Delta College counselor.
3. Confer with transfer college admission office personnel who visit Delta College. Times, dates and places will be posted outside the Counseling Center and announcements made in the weekly college Bulletin.
4. Apply for transfer admission well in advance of the anticipated date of transfer. Many Michigan college admission applications are available in Delta's Counseling Center.
5. Request Delta's Registrar's Office to send an official copy of your Delta College transcript to the transfer institution.



STATEWIDE COLLEGE AND UNIVERSITY ARTICULATION AGREEMENT

The Michigan Association of Collegiate Registrars and Admissions Officers (MACRAO) Articulation Agreement was established to improve transfer student articulation between two year and four year colleges in Michigan. Delta College is a participant in this agreement with the following Michigan four year institutions:

*Adrian College	Lake Superior State College
Albion College	*Lawrence Institute of Technology
*Alma College	*Madonna College
Andrews University	*Michigan State University
Aquinas College	*Michigan Technological University
Calvin College	Nazareth College
Central Michigan University	Northern Michigan University
*Cleary College	Northwood Institute
Detroit College of Business	*Oakland University
Eastern Michigan University	Olivet College
Ferris State College	Saginaw Valley State College
*General Motors Institute	Shaw College
Grand Valley State Colleges	*Siena Heights College
*Hope College	Spring Arbor College
*Kalamazoo College	*Western Michigan University

Four year colleges and universities which have attached provisos to their agreement are indicated by an asterisk (). Usually these can be satisfied after transferring. These provisos can be obtained from the Delta College Registrar or from the senior institution.

This agreement provides that a student who completed the Associate in Arts or Science Degree or all the following requirements at Delta College and who is accepted as a transfer student by one of the above schools will have satisfied the basic general education requirements of that four year college. The specific requirements of the MACRAO agreement are:

1. English Composition	6 Semester Hours
2. Humanities	8 Semester Hours
3. Social Sciences	8 Semester Hours
4. Natural Sciences	8 Semester Hours

(must include at least 1 lab course)

Acceptable courses are specified under the "Associate Degree Requirements" section in this catalog. Courses must be taken in more than one subject area within each of the Humanities, Social Sciences and Natural Sciences Groups.

Transcripts of Associate in Arts or Science Degree graduates will automatically be stamped "MACRAO AGREEMENT SATISFIED". Non-graduates must request the Registrar's Office to have the stamp put on their official transcript.

ACADEMIC OCCUPATIONAL PROGRAMS

Many educational programs offered at Delta College are designed to prepare students for immediate employment in the job market. These occupational curricula provide students with the necessary skills and knowledge required for entry level positions in a particular career field. In addition, most programs are diversified sufficiently to create some social and economic awareness. Students attending full time can complete most certificate programs in one year and the majority of associate degree programs in two years.

Individual curriculum guidesheets, providing career information and outlining required and recommended courses, for all of Delta's occupational academic programs are available in the Counseling Center.

OCCUPATIONAL CERTIFICATE PROGRAMS (curricula code numbers and program titles)

- | | | | |
|----|---------------------------------------|----|--------------------------------|
| 08 | Architectural Technology | 56 | Industrial Supervision |
| 99 | Automotive Services Specialist | A1 | Machine Tool Operations |
| 64 | Child Development | 60 | Residential Construction |
| 34 | Clerk/Typist | B3 | Respiratory Therapy Technician |
| B6 | Dental Assisting | AN | Respiratory Therapist |
| 06 | Drafting and Design | 26 | Stenographic |
| 07 | Electronic Engineering
Technology | A4 | Surgical Technology |
| 66 | Basic Emergency
Medical Technician | A9 | Welding Specialist |
| 75 | EMT/Paramedic, Advanced | C1 | Word Processing |

DELTA COLLEGE RESERVES THE RIGHT TO ALTER, ADD OR DELETE BEFORE EXPIRATION OF THIS CATALOG, OCCUPATIONAL CERTIFICATE AND ASSOCIATE DEGREE PROGRAMS AS WELL AS PROGRAM REQUIREMENTS.

Occupational curricula are divided into two categories: (1) Certificate programs and (2) Associate Degree programs. Certificate programs are designed to meet job requirements in the shortest period of time and may include only technical courses. Associate Degree programs are broader in scope and include varying numbers of General Education and support courses. When these programs are successfully completed, a certificate or diploma is awarded.

While most occupational programs are not specifically designed for transfer purposes to baccalaureate degree-granting colleges, many of them are accepted in whole or in part by these colleges. Transfer of all credits earned should not be expected.

OCCUPATIONAL ASSOCIATE DEGREE PROGRAMS (curricula code numbers and program titles)

- | | | | |
|----|---|----|--|
| 11 | Accounting | 20 | Management, General |
| 03 | Architectural Technology | 98 | Manufacturing Technology |
| 97 | Automotive Service Technology | 35 | Marketing Management |
| 43 | Broadcasting | AO | Mechanical Design Technology |
| 63 | Child Development | 93 | Mechanical Engineering
Technology |
| 16 | Computer Information Systems/
Accounting | 32 | Medical Assistant |
| 18 | Computer Information Systems/
Programming | 78 | Nursing (R.N.) |
| 17 | Computer Information Systems/
Small Computer Systems | 12 | Office Management |
| 72 | Dental Assisting | 05 | Physical Therapist Assistant |
| 39 | Dental Hygiene | 79 | Radiography |
| 92 | Electronic Engineering
Technology | 59 | Residential Construction
Technology |
| 65 | Emergency Medical Technician/
Paramedic, Advanced | 40 | Respiratory Therapist |
| 36 | Fashion/Clothing Fashion
Merchandising | 87 | Respiratory Therapy
Technician |
| 22 | Fashion/Clothing Specialist | 27 | Retail Mid-Management |
| 37 | Fashion/Interior Design | 10 | Robotics Technology |
| 28 | Fast Food/Family Dining
Management | B8 | Secretarial/Data Processing |
| 25 | Finance and Banking | 29 | Secretarial, General |
| 14 | General Office Assistant | 31 | Secretarial, Legal |
| 54 | Industrial Supervision | B7 | Secretarial, Medical |
| 23 | Law Enforcement | ST | Skilled Trades (Apprenticeship) |
| B9 | Machine Tool Operations/
Industrial Supervision | 21 | Small Business Management |
| | | 71 | Surgical Technology |
| | | 95 | Undecided (General Studies) |
| | | 13 | Word Processing |



AUTOMOTIVE SERVICES SPECIALIST/Certificate

An expedient preparation for entry into the automotive service field is the main objective of this program as it is possible for a student to complete the certificate program within a ten month period. **Students must complete the first cluster of Automotive Service classes plus any two of the remaining three Automotive Service clusters.**

Automotive Service Courses	Sem Hrs	
AUTT 110 Minor Service Methods	2	Cluster One
AUTT 111 Engine Service Methods	2	
AUTT 112 Basic Electricity	2	
AUTT 113 Minor Service Skills	2	
AUTT 114 Engine Service Skills	2	
AUTT 115 Electrical Circuits Service	2	
AUTT 116 Electrical Circuits Experiential Learning	1	
	13	
AUTT 120 Tune-up Service Methods	3	Cluster Two
AUTT 121 Electrical Systems Service Method	1	
AUTT 122 Fuel Systems Service Methods	1	
AUTT 123 Tune-up Service Skills	3	
AUTT 124 Electrical System Service Skills	1	
AUTT 125 Fuel Systems Service Skills	1	
	10	
AUTT 250 Driveline Service	4	Cluster Three (10 Weeks)
AUTT 251 Automatic Transmission Service	4	
AUTT 258 Automatic Transmission & Driveline Service Skills	3	
	11	
AUTT 240 Suspension System Service Methods	2	Cluster Four
AUTT 241 Brake System Service Methods	2	
AUTT 242 Suspension System Service Skills	3	
AUTT 243 Brake System Service Skills	3	
	10	

Students should discuss with a counselor the best order in which to schedule these courses

AUTOMOTIVE SERVICE TECHNOLOGY/Associate in Applied Science Degree

In addition to being trained to enter the automotive services field as a service technician, parts room specialist or service writer in a specialty area, students completing the associate degree will have a broader based education which will also prepare them to continue toward a higher career goal such as a baccalaureate degree. **Students must complete all four Automotive Services clusters listed (44 credits) plus the following courses in order to receive the associate degree.**

General Education and Automotive Service Courses	Sem Hrs
ENG 101 Applied English Skills	5
MATH 104 Metric System	1
PE Elective Activity	1
PE Elective Activity	1
POLS 103 Introduction to American Government	3
PSY 101 Applied Psychology	3
AUTT 128 Automotive Service Calculations	2
AUTT 126 Air Conditioning Systems Service OR AUTT 244 Customer Service Advising OR WELD 110 Oxyacetylene Welding	2, 3
	18-19

NOTATIONS:

1. Enrollment into the first cluster of Automotive Services classes is controlled and limited. Students will be selected for entry based solely on their admission date to Delta College or their change of curriculum date. Program selection is done at a special Automotive Orientation prior to the semester. Letters will be sent to students inviting them to attend a special orientation. Questions about this process may be directed to the counselor.
2. Automotive Services classes must be taken together in the clusters shown unless a special waiver is given for prior course work or experiences. The first cluster must be completed first. It is recommended, however not required, that clusters two, three and four be taken in sequential order. Currently these classes are offered only during day hours.
3. In addition to tuition and textbook costs, students must purchase uniforms the first semester plus purchase their own tools.
4. Students desiring a baccalaureate degree are advised to consult with a counselor about degree options and transfer college requirements. In most instances, students planning to transfer should substitute ENG 111, and 112 for ENG 101, PSY 211 for PSY 101 and a Mathematics course for AUTT 128 and MATH 104.

BROADCASTING

BROADCASTING/Associate in Applied Science Degree

Broadcasting occupations and job duties within the television and radio communication industries are generally within four major areas: programming; engineering and studio operations; sales; and general administration. Delta College owns and operates WUCM-TV Channel 19, a public broadcasting station, affiliated with national and regional educational networks which provides broadcasting students with operational laboratory experience under actual broadcast conditions. Students will learn to operate and maintain sound, recording, and transmitting equipment; become involved in production elements; be exposed to program producing, directing and performance; and learn the principles and techniques of many specialty areas such as staging, lighting, graphics, camera operations, etc. The Broadcasting program will prepare students to become eligible to take license examinations administered by the Federal Communications Commission (FCC).

Delta College offers a transfer program plus four career broadcasting specialization options: Performance; Radio; Television Production; and Sales. **Broadcasting students must complete all "Basic Core Program" courses plus select courses in one or more of the concentration areas.**

Basic Core Program Requirements

	Sem Hrs
ENG 111 College Composition I	3
ENG 112 College Composition II	3
RTV 149 Studio Operations I	3
RTV 150 Broadcast Writing	3
RTV 154 Studio Operations II	3
RTV 156 Radio Broadcasting	3
RTV 157 Television Field Production	3
RTV 220 Communications History, Law, and Responsibilities	4
SPCH 112 Fundamentals of Oral Communication	3
SPCH Speech Elective	3
PE Elective Activity	1
PE Elective Activity	1
ECON 221 Principles of Economics I	4
POLS 103 Introduction to American Government	3
	<hr/> 40

Students planning to transfer to a baccalaureate degree program should consult with a counselor before choosing electives so that the Associate in Arts Degree and specific transfer college requirements can be completed.

Performance Option	Sem Hrs
RTV 153 Broadcast Performance	3
RTV 251 TV Producing and Directing	3
RTV 256 Advanced Radio Production	3
RTV Electives	9-13
-----General Electives	<hr/> 0-4
	22

Radio Option	Sem Hrs
RTV 227 Broadcast Sales	3
RTV 256 Advanced Radio Broadcasting	3
RTV 294 Current Practices and Issues	2
RTV Electives	9-11
ELCT 151 Basic Broadcast Electronics	3
-----General Electives	<hr/> 0-2
	22

Sales Option	Sem Hrs
GENB 153 Introduction to Business	3
GENB 243 Principles of Marketing	3
RTV 227 Broadcast Sales	3
RTV 251 TV Producing and Directing	3
RTV 294 Current Practices and Issues	2
RTV Electives	<hr/> 9
	23

Television Production Option	Sem Hrs
RTV 251 TV Producing and Directing	3
RTV 257 Advanced TV Field Production	3
RTV 260 Assistant Director Program	3
RTV 294 Current Practices and Issues	2
RTV Electives	9-11
-----General Electives	<hr/> 0-2
	22

NOTATIONS:

1. Students choosing one of the above four career options must complete a minimum of 9 elective credits in RTV courses.
2. This program is presently considered a "limited" enrollment curriculum because of available facilities and the need for relatively small classes to provide comprehensive instruction. Students are encouraged to see the Broadcasting counselor prior to initial registration.

ACCOUNTING/Associate in Business Studies Degree

A graduate of Delta's Accounting associate degree program will have the skills to be a junior accountant. Complexity of the work will vary with the size and volume of the employees activities and the firms procedures. Most starting jobs will involve tasks such as: keeping records of day to day business transactions; making entries in account ledgers; monitoring cash receipts and disbursements; processing appropriate budgetary costing procedures; preparation of balance sheets and materials needed for financial reports. As individuals gain experience, they could also assume more accounting type work which involves analyzing financial reports and advising management.

General Education Courses	Sem Hrs
MATH 107 Algebra I OR	
MATH 119 Intermediate Algebra	3
PE Elective Activity	1
PE Elective Activity	1
ECON 221 Principles of Economics	4
POLS 103 Introduction to American Government	3
PSY 101 Applied Psychology OR	
SPCH 114 Interpersonal Communications	3
-----General Electives	<u>3</u>
	18
 Business Courses	
ACCT 211 Principles of Accounting I	4
ACCT 212 Principles of Accounting II	4
ACCT 213 Cost Accounting	3
ACCT 223 Intermediate Accounting/Assets	4
ACCT 224 Intermediate Accounting/Equities	4
CIS 133 Introduction to Computer Information Systems	4
CIS 140 BASIC Programming	1
CIS 141 BASIC for Business	3
GENB 153 Introduction to Business	3
GENB 245 Principles of Management	3
GENB 252 Business Law II	3
OSE 151 Business Communications I	3
OSE 152 Business Communications II	3
OSE 170 Typewriting: Keyboarding OR	
OSE 173 Typewriting: Personal Keyboarding	<u>2</u>

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NOTATIONS:

1. Placement in typing depends upon student's ability when beginning this program. Upon demonstration of equivalent typing skills, OSE 170/173 may be waived and an elective course substituted. Waiver applications and/or credit by examination information may be obtained from a counselor.
2. Students wanting to transfer to another college to receive a baccalaureate degree are advised to consult with a counselor about transfer college requirements and follow the Delta College Business Administration curriculum guidesheet.



Students should discuss with a counselor the best order in which to schedule these courses

ARCHITECTURAL TECHNOLOGY/Certificate

Architectural Technicians may assist licensed architects, construction engineers, urban planners and other design personnel in most all phases of the development of a building or site projects. This four semester certificate program has an emphasis on job entry skill development for employment in occupations such as: draftsmen for installation and shop drawings; building appraisers for financial institutions or real estate firms; estimators or supervisors for contractors; inspectors for government agencies.

General Education Courses

	Sem Hrs
MATH 111 Applied Algebra	4
MATH 113 Applied Trigonometry I	2
CPS 140 BASIC Programming for Math	2
	<hr/> 8

Architectural Technology Courses

	Sem Hrs
ARCH 105 Architectural Drafting I	6
ARCH 106 Architectural Drafting II	6
ARCH 111 Mechanical and Electrical Equipment for Buildings	4
ARCH 204 Estimating/Specifications/Contracts	4
ARCH 205 Construction Documents I	6
ARCH 206 Construction Documents II	6
ARCH 211 Elements of Structural Design	4
ARCH 221 Site Preparation	2
ARCH 244 Solar Energy: Graphic Fundamentals in Building Design	4
	<hr/> 42

NOTATIONS:

1. The Architectural Technology program is designed for students starting in the Fall semester as course ARCH 105 is only offered each Fall. Courses ARCH 105, 106, 205 and 206 must be taken in sequential order. For information about day and/or evening availability of courses contact a technical careers counselor.
2. This program prepares students for a technical level career and is not transferable to a baccalaureate degree program in Architecture. Students wanting to become architects are advised to consult with a counselor about transfer requirements. However, this program is transferable into baccalaureate degree technology programs.

Students should discuss with a counselor the best order in which to schedule these courses.

ARCHITECTURAL TECHNOLOGY/Associate in Applied Science Degree

Some employers of architectural technicians may require or prefer individuals to have an associate degree. Therefore, this program is designed to provide the student with a broader base of related general education courses in addition to emphasizing job entry architectural skills and knowledge.

Students must complete all courses listed in the Delta College Architectural Technology Certificate Program (50 credits) plus the following General Education Courses in order to receive the Associate Degree.

	Sem Hrs
ENG 111 College Composition I	3
ENG 113 Technical Writing	3
ART 153 History of Architecture	2
PE Elective Activity	1
PE Elective Activity	1
PHYS 101 Applied Physics	5
POLS 103 Introduction to American Government	3
	<hr/> 18



ELECTRONIC ENGINEERING TECHNOLOGY/Certificate

Electronic technicians design, build, test, trouble shoot, repair and modify many types of electronic equipment. The technician may be an engineering aide in the laboratory, an electronic designer, or a field representative. Rather than emphasizing one or two titles, this program stresses the core of knowledge and skills common to this group of technical occupations.

At the time this catalog was being prepared for printing, Electronic Engineering Technology courses and certificate program requirements were being reviewed for possible revision. Therefore, persons interested in this program are advised to schedule an appointment with a Delta College Technical Counselor.

NOTATIONS:

1. The certificate program is designed primarily for individuals who are employed. Therefore, because of course prerequisite requirements, fulltime enrollment (12 or more credits per semester) is not possible.
2. Students planning to transfer into a baccalaureate degree program should substitute MATH 121, 151 and 161 for MATH 113, 114 and 211.
3. Students are advised to consult with their counselor about elective courses. A listing of approved courses is given on the curriculum guidesheet which may be obtained from the Counseling Center.
4. These programs are designed to prepare students for a technician level career upon graduation. These courses are transferable into a baccalaureate engineering technology degree program. However, these courses do not transfer into a baccalaureate electrical engineering degree program. Students wanting to become engineers are advised to consult with a counselor about transfer college requirements and follow the Delta College pre-engineering program.

Students should discuss with a counselor the best order in which to schedule these courses

ELECTRONIC ENGINEERING TECHNOLOGY/Associate in Applied Science Degree

In addition to the basic knowledge and skills learned in the Electronic Engineering Technology Certificate program, students completing this degree program will receive additional education in drafting, the use and application of tool room machines, circuitry, computer programming, English, physics and government. This degree curriculum is accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology.

	Sem Hrs
General Education Courses	
ENG 111 College Composition I	3
ENG 113 Technical Writing	3
SPCH 112 Fundamentals of Oral Communication OR	
SPCH 114 Interpersonal Communications.....	3
MATH 113 Applied Trigonometry I	2
MATH 114 Applied Trigonometry II	2
MATH 211 Applied Calculus	5
CPS 140 BASIC Programming for Math	2
CPS 165 FORTRAN Programming	3
PE Elective Activity	1
PE Elective Activity	1
PHYS 111 General Physics I	4
PHYS 112 General Physics II	4
POLS 103 Introduction to American Government	3
	36
 Technical Courses	
ELCT 110 Passive Circuit Analysis	5
ELCT 120 Digital Circuits	3
ELCT 131 Electronic Measurements	2
ELCT 210 Active Circuits I	5
ELCT 211 Active Circuits II	4
ELCT 215 Electronic Control & Automation	4
ELCT 216 Advanced Electronics Circuits	4
ELCT 224 Computer Electronics I	3
MS 113 Machining Processes	2
-----Approved Electives	9
	41

BASIC MEDICAL TECHNICIAN/Certificate

Graduates of this program will be trained in the following basic life support and emergency care related skills: administer oxygen; apply temporary splints; bandage and dress wounds; treat shock and hemorrhage; make patient and medical evaluations; give psychological support care; provide respiratory cardiac resuscitation; give emergency childbirth care; and be able to handle auto extrication, transporting and moving patients, and dispatch; be knowledgeable of the legal aspect involved in providing emergency medical services.

The minimum requirement to be licensed as a Michigan EMT are the successful completion of Delta College courses EMT 101, 102 and 108 with C (2.0) minimum grades and the passing of the State of Michigan Basic EMT exam (both written and practical portions). However, employability with only a Basic EMT license is extremely limited and most EMT's in the local Tri-County area hold an Advanced EMT/Paramedic Michigan license.

Before a student is admitted to the Delta College Basic EMT sequence, the following information *must* be provided: evidence of completion of a recent physical exam including a negative lumbo-sacral spine x-ray. Any disorders that would impair safe performance of the duties of an EMT would prohibit admission to this program. This educational program and the work performed in the EMT field is difficult and often hazardous.

	Sem Hrs
ENG 111 College Composition I	3
ENG 112 College Composition II	3
HSC 105 Medical Terminology	2
PE Elective Activity	1
PE Elective Activity	1
ALDH 101 + 102 Allied Health Anatomy and Physiology I & II OR BIOL 121 + 122 Principles of Anatomy and Physiology I & II	8
POLS 103 Introduction to American Government	3
PSY 211 General Psychology	<u>4</u>
	25

	Sem Hrs
EMT 101 Basic EMT I	6
EMT 102 Basic Field Experience	1
EMT 108 Rescue and Extrication	<u>1</u>
	8

Students should discuss with a counselor the best order in which to schedule these courses

ADVANCED EMERGENCY MEDICAL TECHNICIAN/Paramedic Associate in Applied Science Degree

Advanced EMT training is conducted under the direction of a licensed physician and in cooperation with a hospital. In addition to applying EMT skills learned in the Certificate program, advanced training consists primarily of cardiopulmonary resuscitation, airway or gastric intubation, defibrillation, administration of drugs and IV's, and practical concepts in the use of telemetry equipment.

After completing the Advanced EMT courses of study and satisfactorily passing the required State of Michigan examination, a person is referred to as an "Advanced Emergency Medical Technician/Paramedic". Students should review with the EMT Counselor State of Michigan employment requirements.

Delta College offers their Advanced EMT program in cooperation with Saginaw St. Mary's Hospital. Spaces in the Advanced EMT program are extremely limited and admission consideration is primarily given to those students who minimumly have completed the following:

1. Hold a current, valid State of Michigan Basic EMT license.
2. Have completed Delta College EMT courses EMT 101, 102 and 108.
3. Must be at least 18 years old and have H.S. diploma or GED equivalent.
4. Must have two letters of recommendation from the following: EMT employer, project Medical Director, physician/advisor, family physician, EMT instructor or coordinator.

Persons who believe they have met all criteria must file an Advanced EMT application form to the Delta College Counseling Office. It is the applicant's responsibility to have all necessary documentation given to the Counseling Center.

NOTE: Students who desire an Associate in Applied Sciences in Advanced EMT/Paramedic must complete the cooperative Advanced Program as well as the Delta EMT Certificate. Only students who are officially enrolled in Delta College Advanced EMT course work may receive academic credit for such work. There is no equivalent credit acceptable for the Advanced EMT Program.

At the time this catalog was being prepared for printing, this Associate in Applied Science EMT program was being revised. Therefore, prospective applicants are advised to schedule an appointment with the Delta College EMT Counselor to receive information regarding admission criteria, required Advanced EMT course work and course scheduling.

DENTAL HYGIENE/Associate in Applied Sciences Degree

Graduates of this program will be trained to provide preventive and therapeutic treatments and services prescribed by and under the supervision of the dentist. Specific responsibilities vary, depending on the law on the state where the hygienist is employed but generally include: oral prophylaxis; application of topical fluoride and medicines for the prevention of tooth decay; taking impressions and preparing diagnostic models; expose, process and mount dental X-rays; provide instructions for patient self care and dietetic and nutritional counseling; and perform laboratory procedures. Students successfully completing this program will be eligible to take the National, Regional and State Board Examinations for Dental Hygiene licensure, as the Delta college program is accredited by the Commission on Dental Accreditation, a specialized accrediting body recognized by the Council on Postsecondary Accreditation and the U.S. Department of Education.

General Education Courses	Sem Hrs
ENG 111 College Composition I	3
ENG 112 College Composition II	3
SPCH 114 Interpersonal Communications	3
HSC 105 Medical Terminology	2
HSC 140 Basic Medical Emergencies OR	
PETH 168 First Aid and Emergency Care	2, 3
PE Elective Activity	1
PE Elective Activity	1
ALDH 101 + 102 Allied Health Anatomy and Physiology I & II OR	
BIOL 121 + 122 Principles of Anatomy and Physiology I & II.....	8
BIOL 203 General Microbiology	4
POLS 103 Introduction to American Government	3
PSY 101 Applied Psychology OR	
PSY 211 General Psychology	3, 4
SOC 211 Principles of Sociology	3
	<u>36-38</u>

Dental Hygiene Courses	Sem Hrs
DH 113 Oral Health	2
DH 115 Clinical Techniques	6
DH 116 Preventive Nutrition	2
DH 117 Dental Anatomy	2
DH 118 Anatomy of the Head and Neck.....	3
DH 120 Periodontics	2
DH 122 Oral Histology and Embryology	2
DH 123 Dental Radiography	3
DH 124 Pharmacology	3
DH 125 Clinical Dental Hygiene I	6

Fall only
 Winter only

DH 135 Clinical Dental Hygiene II	6	[Spring
DH 213 Oral Pathology	3		only
DH 214 Dental Therapeutics & Devices	4	[Fall
DH 215 Clinical Dental Hygiene III	8		only
DH 216 Community Dentistry I	2	[Winter
DH 225 Clinical Dental Hygiene IV	9]
DH 226 Expanded Hygiene Duties	2		
DH 227 Community Dentistry II	1		

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NOTATIONS:

1. A maximum of 18 students will be accepted each Fall semester for Dental Hygiene courses from the program waiting list. A student will be placed on this waiting list only **after** successfully completing the prerequisite qualifications and submitting the special Dental Hygiene application to the College Counseling Center.
2. Prerequisite qualifications are: (a) high school graduate or GED equivalent (b) completion with a C (2.0) minimum grade in **each**, courses HSC 105, HSC 140, or PETH 168, ALDH 101 + 102 or BIOL 121 + 122 plus ENG 111, 112 and 6 minimum credit hours (with a C minimum grade average) from the remaining General Education courses (c) be admitted to Dental College (d) provide transcripts from high school and all other colleges attended.
3. Students must complete course BIOL 203 and course SPCH 114 each with a C (2.0) minimum grade prior to the time their waiting list position would make them eligible to be offered enrollment in the Dental Hygiene courses.
4. Students must observe 2 Dental Hygienists performing their skills in 2 different dental offices for a minimum of 8 hours within 6 months of placement on the program waiting list. In addition to this requirement, students must submit in March of each year a written letter to the Dental Hygiene Counselor confirming their desire to remain on the waiting list.
5. Dental Hygiene courses are offered day hours only and must be taken together in the sequence shown. A student must achieve a minimum C (2.0) grade in each Dental Hygiene course to be eligible to continue in the program.
6. After notification received for Fall acceptance, a student must have a complete physical examination including negative TB and hepatitis carrier tests.
7. In addition to tuition and textbook costs, students must purchase a laboratory coat, clinic shoes, uniforms and cap, safety glasses and the dental hygiene instrument kit (additional costs approximate \$600).
8. Students must maintain current CPR certification throughout their enrollment in the Dental Hygiene courses.

DRAFTING & DESIGN

DRAFTING & DESIGN/Certificate

This program is designed for employment in a specific field of drafting—that of a tool and die design. Graduates of this certificate program will likely find their best job opportunities will be with companies that fabricate metals into machines, tools, die jigs, and fixtures. However, the training this program provides is broad in scope and former graduates have also found employment in such diverse fields of drafting as product design, machine design, electrical drafting, and map layout.

Technical Courses

	Sem Hrs
DRAF 110 Machine Tool Calculation3
DRAF 111 Engineering Drawing I5
DRAF 112 Engineering Drawing II5
DRAF 113 Tool Design I5
DRAF 114 Tool Design II.....	.5
DRAF 115 Tool Design III5
DRAF 116 Die Design5
MS 114 Machine Tools3
MECT 111 Manufacturing Processes3
	<u>39</u>

NOTATION:

Students enrolling in day courses can complete the program in three semesters by taking courses together as follows: DRAF 110, 111 and 112; DRAF 113, 114 and MS 114; DRAF 115, 116 and MECT 111. Evening students may enroll for only one drafting class per semester as the class meets three evenings a week.



Students should discuss with a counselor the best order in which to schedule these courses

COMPUTER INFORMATION SYSTEMS/Associate in Business Studies Degree

Computers can process masses of information rapidly and accurately. A programmer prepares detailed instruction (a program) using special computer language to direct the computer through the steps needed to complete an operation. A computer specialist with accounting skills will be able to understand the accounting language and computerize the data to produce special accounting reports and functions.

Delta College offers three Computer Information Systems degree options: Programming; Small Computer Systems; Accounting; plus a Transfer Program. **Students must complete all "Basic Core Program" courses plus courses listed in one of the three options.**

Basic Core Program Requirements (all options)	Sem Hrs
ACCT 211 Principles of Accounting I	4
ACCT 212 Principles of Accounting II	4
CIS 112 Effective Use of Text Editors	1
CIS 130 Developing Program Logic	2
CIS 133 Introduction to Computer Information Systems	4
CIS 135 Information Storage and Retrieval	3
CIS 140 BASIC Programming	1
CIS 141 BASIC for Business	3
CIS 235 Systems Analysis & Design	3
CIS 245 COBOL Programming	3
OSE 151 Business Communications I	3
OSE 152 Business Communications II	3
OSE 170 Typewriting: Keyboarding OR	
OSE 173 Typewriting: Personal Keyboarding	2
SPCH 114 Interpersonal Communications OR	
PSY 101 Applied Psychology	3
PE Elective Activity	1
PE Elective Activity	1
POLS 103 Introduction to American Government	3
	44

Programming Option Requirements	Sem Hrs
CIS 253 Advanced RPG OR	
CIS 255 Advanced COBOL	3
CIS Elective	3
MATH 208 Elementary Statistics	3
MATH Elective	3
General Electives	6
	18

Students should discuss with a counselor the best order in which to schedule these courses

Small Computer Systems Option Requirements	Sem Hrs
CIS 120 Small Computer Systems	3
CIS 121 Small System Software Projects	3
OSE 140 Introduction to the Automated Office	3
MATH Electives (may include OSE 110)	6
General Electives	3
	18

Accounting Option Requirements	Sem Hrs
ACCT 223 Intermediate Accounting/Assets	4
ACCT 224 Intermediate Accounting /Equities	4
MATH 208 Elementary Statistics	3
MATH Elective	3
General Electives	4
	18

Transfer Program Requirements

Students planning to transfer to a baccalaureate degree program should consult with a counselor before enrolling in computer, business or general education courses so that specific transfer college requirements can be completed.

NOTATIONS:

- With approval of the CIS discipline or counselor, ENG 111 and 112 may be substituted for OSE 151 and 152. Students who complete English courses prior to enrollment in the CIS curriculum may also do this substitution.
- Electives may be substituted upon demonstration of equivalent skills for OSE 170/173.
- Students taking the Programming Option who chose to take CIS 253 must take CIS 243 as a prerequisite.

DENTAL ASSISTING/Certificate

Graduates of this program will be trained to assist the dentist with treatment procedures at chairside; produce diagnostic aids for interpretation by the dentist; provide oral health instructions for patients; perform laboratory procedures that are required for dental treatment; and perform basic office and record procedures. Students successfully completing this program are eligible to take the certification exam on the American Dental Assistants Association to become a Certified Dental Assistant (CDA) and the Board of Dentistry, Michigan Department of Licensing and Regulation exam to become a Registered Dental Assistant (RDA). This Delta College program is accredited by the Commission on Dental Accreditation, a specialized accrediting body recognized by the Council on Post-secondary Accreditation and the U.S. Department of Education.

General Education Courses	Sem Hrs
ENG 111 College Composition I	3
HSC 140 Basic Medical Emergencies OR	
PETH 168 Adv. First Aid & Emergency Care	2, 3
ALDH 100 Intro. Anatomy & Physiology	4
PSY 101 Applied Psychology OR	
PSY 211 General Psychology	<u>3, 4</u>
	12-14

Dental Assisting Sequential Courses	Sem Hrs	
DENA 110 Dental Assisting I	5	
DENA 113 Oral Anatomy and Physiology	3	Fall only
DENA 116 Dental Health and Nutrition	2	
DENA 120 Dental Assisting II	5	Winter only
DENA 123 Dental Radiology	4	
DENA 126 Materials & Laboratory Procedures	3	Spring/Summer only
DENA 129 Dental Office Procedures	2	
DENA 130 Dental Assisting III	6	
DENA 133 Clinical Seminar	2	
	32	

Students should discuss with a counselor the best order in which to schedule these courses.

DENTAL ASSISTING/Associate in Applied Science Degree

Students must complete all courses listed in the Delta College Dental Assisting Certificate Program (44-46 credits) plus the following General Education Courses in order to receive the Associate Degree.

General Education Courses	Sem Hrs
ENG 112 College Composition II	3
PE Elective Activity	1
PE Elective Activity	1
POLS 103 Introduction to American Government OR	
POLS 111 American Government and Politics	3, 4
Elective Courses (other than PE)	<u>7-10</u>
	16-18

NOTATIONS:

1. Due to the limited capacity of the college dental facilities and the specific requirements of the Commission on Accreditation of Dental and Dental Auxiliary Educational Programs, enrollment is limited. Each Fall semester approximately 28 students will be accepted for enrollment in the sequential Dental Assisting courses.
2. The Certificate program requires students to complete a minimum of 44 Semester/Credit hours. The Associate in Applied Science Degree program requires students to complete a minimum of 62 semester/credit hours. Elective courses required in the degree program should be selected in consultation with the Dental Assisting Counselor. A listing of suggested electives is given on the curriculum guidesheet which may be obtained from the Counseling Center.
3. Dental Assisting courses are offered day hours only and must be taken together in the sequence shown. A student must achieve a minimum C (2.0) grade in each Dental Assisting course plus courses HSC 140, PETH 168 and ALDH 100 to be eligible to continue in the program.
4. A student who successfully completes (C/2.0 grade in each) both ALDH 101 and ALDH 102 prior to enrollment in D.A. courses, will be able to waive ALDH 100. Course ALDH 100 must be completed no later than the end of the first semester of the Dental Assisting Sequential courses.
5. Course HSC 140 or PETH 168 must be completed no later than the end of the second semester of the Dental Assisting Sequential courses.
6. Students admitted to the D.A. course sequence will be required to have a negative TB test during their first semester and then be required to have a physical exam including a negative hepatitis carrier B test prior to enrolling in DENA 120 (second semester of Dental Assisting Sequential courses).
7. In addition to tuition and textbook costs, students must purchase a laboratory coat, uniforms, clinic shoes, safety glasses and provide own transportation to dental office internship assignments and other facilities.
8. Students must have valid CPR Certification throughout the third semester of the Dental Assisting Sequential courses.

CHILD DEVELOPMENT/Certificate

This program is designed to train qualified personnel to work in private and public pre-school child care facilities. Students completing this program will gain: an understanding of physical, cognitive, social, and emotional early childhood growth and development; basic skills to interact with children in a positive manner; techniques for supporting a lead teacher in the day-to-day operation of an early childhood program. Practical experiences will be acquired by observing in the Delta College Child Care Center and working in local nursery schools and day care centers.

General Education Courses	Sem Hrs
-----Social Science Electives	3-6
-----General Elective	<u>3-0</u>
	6
 Child Development Courses	 Sem Hrs
CHIL 111 Introduction to Early Childhood Education	3
CHIL 112 Early Childhood Program	3
CHIL 113 Interaction with Young Children	3
CHIL 114 Introduction to Growth and Development of the Young Child	3
CHIL 115 Growth and Development of the Young Child	3
CHIL 116 Families in the American Culture	3
CHIL 117 Practicum for Early Childhood Assistant	<u>6</u>
	24

NOTATIONS:

1. A maximum of 25 students will be admitted Fall only on a "first register/first serve/basis.
2. Child Development courses must be taken together in the sequence shown and are generally only offered during day hours.
3. Students are advised to consult with their counselor about elective courses.

Students should discuss with a counselor the best order in which to schedule these courses.

CHILD DEVELOPMENT/Associate in Arts Degree

As a supplement to the supportive skills learned from courses completed in the Child Development Certificate program, this degree program will also stress leadership skills which are needed in a lead teacher position. In addition to the employment opportunities offered by the certificate program, graduates of this degree program will also be qualified to be lead teachers, child care center directors and should be eligible for licensure of their own child care agency.

A student must complete all courses listed in the Delta College Child Development Certificate program (30 credits) plus the following two groups of courses in order to receive the associate degree.

General Education Courses	Sem Hrs
ENG 111 College Composition I	3
ENG 112 College Composition II	3
PE Elective Activity	1
PE Elective Activity	1
POLS 103 Introduction to American Government	3
-----Humanities Electives	8
-----Biological Science Elective (lab course)	4
-----Physical Science Elective (lab course)	4
-----Social Science or General Elective	<u>1-2</u>
	28-29

Child Development Course	Sem Hrs
CHIL 200 Practicum as a Lead Teacher	<u>4</u>

NOTATIONS:

1. All notations stated after the certificate program also apply to the associate degree program. Child Development Course CHIL 200 should be taken after all other Child Development courses have been completed.
2. The Associate in Arts Degree requires a minimum of 8 Social Science credits.
3. Students wanting to transfer to another college to receive a baccalaureate degree in pre-school or elementary education are advised to consult with a counselor prior to enrollment in this curriculum.

CLERK-TYPIST/Certificate

Clerk-typist duties are generally a combination of typing, filing, sorting mail and printed materials, and other general office responsibilities. Students completing this certificate program are prepared for entry-level positions such as: Data Typist; General Typist; File Clerk; Mail Clerk; Office Machine Operator (adding, calculating, duplicating, etc.).

General Education Courses	Sem Hrs
ENG 107 Grammar: Skills for Success	2
SPCH 114 Interpersonal Communications OR	
PSY 101 Applied Psychology	3
	<u>5</u>

Business Courses	Sem Hrs
FASH 130 Professional Image Development	1
GENB 110 Business Computations	3
OSE 151 Business Communications I	3
OSE 152 Business Communications II.....	3
OSE 157 Filing	2
OSE 170 Typewriting I: Beginning Production OR	
OSE 171 Refresher Typewriting	2
OSE 172 Typewriting II: Intermediate	3
OSE 175 Machine Calculation	2
OSE 178 Typewriting Skill Building	2
OSE 180 Word Processing: Equipment I.....	2
OSE 273 Typewriting III: Advanced	3
	<u>26</u>

NOTATIONS:

1. Students weak in mathematics may want to take MATH 100 before enrolling in OSE 110. Pre-test for OSE 110 is available.
2. Placement in typing depends upon student's ability when beginning this program. Electives may be substituted upon demonstration of equivalent skills for OSE 170/174. Credit by proficiency examination may be earned for courses OSE 171 and OSE 172.
3. A minimum total of 30 credits must be earned for this Certificate program.



FASHION—CLOTHING FASHION MERCHANDISING/ Associate in Business Studies Degree

This program can lead to careers in fashion buying, fashion merchandising, fashion design, bridal consultant, fashion show coordinator, and fashion display. The merchandisers of fashion perform numerous jobs such as buying, selling, fashion writing, coordinating, fashion illustration, bridal consulting, fashion show coordination, display and promotion work and serving as fashion and educational representatives for pattern companies, accessory and fabric manufacturers.

General Education Courses	Sem Hrs
ART 115 Basic Design—2 Dimensional.....	3
PE Elective Activity	1
PE Elective Activity	1
POLS 103 Introduction to American Government.....	3
PSY 101 Applied Psychology OR	
PSY 211 General Psychology	3, 4
General Electives	<u>4-5</u>
	16

Business Courses	Sem Hrs
CED 125 Cooperative Education I.....	3
CIS 133 Intro. to Computer Information Systems	4
FASF 155 Textiles	3
FASH 150 History and Dynamics of Fashion	3
FASH 151 Display	3
FASH 170 Fundamental Theories of Fashion Design and Merchandising	3
FASH 240 Fashion Coordination	3
GENB 110 Business Computations	3
GENB 143 Principles of Advertising	3
GENB 145 Principles of Sales	3
GENB 153 Introduction to Business	3
GENB 247 Principles of Retailing	3
GENB 248 Principles of Buying for Resale	3
OSE 151 Business Communications I	3
OSE 152 Business Communications II	3
	46

NOTATION:

Students are advised to consult with their counselor about elective courses. Course FASH 250 Seminar in Clothing Fashion, which includes one week in New York during the Spring semester, is highly recommended.

Students should discuss with a counselor the best order in which to schedule these courses

FASHION—CLOTHING SPECIALIST/Associate in Business Studies Degree

The Fashion-Clothing Specialist degree program is designed for the student who has a special talent and flair for creating and constructing apparel and who is interested in and likes working with fabrics and apparel accessories. Students completing this curriculum will be qualified to seek positions such as: buyers or managers of retail fabric departments; tailors within department and specialty stores; instructors with community school clothing departments; sales personnel, consultants or advisors in the fashion and fabrics industry or with manufacturers of fashion accessories.

General Education Courses	Sem Hrs
SPCH 112 Fundamentals of Oral Communication	3
PE Elective Activity	1
PE Elective Activity	1
POLS 103 Introduction to American Government	3
PSY 101 Applied Psychology	3
General Electives	<u>8</u>
	19

Business Courses	Sem Hrs
CED 125 Cooperative Education I.....	3
FASF 110 Apparel Construction and Analysis	4
FASF 120 Apparel Tailoring	4
FASF 155 Textiles	3
FASF 210 Apparel Pattern Drafting and Design	4
FASF 220 Advanced Apparel Tailoring	4
FASF 230 Applied Apparel Design	3
FASH 150 History and Dynamics of Fashion	3
FASH 170 Fundamental Theories of Fashion Design and Merchandising	3
GENB 145 Principles of Sales OR	
GENB 247 Principles of Retailing	3
OSE 151 Business Communications I	3
OSE 152 Business Communications II	3
	43

NOTATIONS:

- Electives may be substituted upon demonstration of equivalent skills for course FASF 110.
- Students are advised to consult with their counselor about elective courses. Course OSE 153 Introduction to Business is highly recommended.

FASHION—INTERIOR DESIGN/Associate in Business Studies Degree

Interior designers help make our living, working and playing areas more attractive and useful. They may help clients select furniture, draperies, other fabrics, floor coverings and accessories as well as estimate what services or furnishings will cost. The main purpose of designers in retail stores is to help sell the store's merchandise. People starting in interior designing usually serve a training period, either with design firms, in department stores, or in furniture stores. They may act as receptionists, as shoppers with the task of matching materials or finding accessories, or as stockroom assistants, assistant decorators, or junior designers.

General Education Courses

	Sem Hrs
ART 115 Basic Design—2 Dimensional	3
PE Elective Activity	1
PE Elective Activity	1
POLS 103 Introduction to American Government	3
PSY 101 Applied Psychology OR	
PSY 211 General Psychology	3, 4
General Electives	<u>6-7</u>
	18

Business Courses

	Sem Hrs
CED 125 Cooperative Education I	3
FASF 155 Textiles	3
INTD 100 Introduction to Interior Design	3
INTD 161 Window Treatments	3
INTD 162 Floors, Walls and Ceilings	2
INTD 200 Space Analysis and Presentation	3
INTD 210 Furniture	3
INTD 230 Applied Interior Design	3
GENB 110 Business Computations	3
GENB 143 Principles of Advertising	3
GENB 145 Principles of Sales	3
GENB 153 Introduction to Business	3
GENB 247 Principles of Retailing	3
OSE 151 Business Communications I	3
OSE 152 Business Communications II	<u>3</u>

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NOTATION:

Students are advised to consult with their counselor about elective courses. Course INTD 250 Seminar in Interior Design, which includes three full days in the furniture market during the Spring semester, is highly recommended.

Students should discuss with a counselor the best order in which to schedule these courses



FAST FOOD/FAMILY DINING MANAGEMENT/Associate in Business Studies Degree

The Fast Food/Family Dining Industry offers one of the finest career opportunities of the '80's with Americans projected to be spending one half of all food dollars outside the home. Management opportunities with company owned units or as an independent franchise owner abound in an industry that is opening five to ten new units daily. Males and females of all ages and backgrounds are experiencing success, both personal and financial, in this growth industry.

General Education Courses	Sem Hrs
PE Elective Activity	1
PE Elective Activity	1
PETH 165 Standard First Aid and Personal Safety OR	
PETH 168 Advanced First Aid & Emergency Care	2, 3
POLS 103 Introduction to American Government	3
PSY 101 Applied Psychology OR	
SPCH 114 Interpersonal Communications.....	3
General Electives.....	<u>6-7</u>
	17

Business and Specialized Courses	Sem Hrs
ACCT 111 Introductory Accounting OR	
ACCT 211 Principles of Accounting I	4
CED 125 Cooperative Education I	3
CED 126 Cooperative Education II	3
CED 225 Cooperative Education III	3
GENB 110 Business Computations	3
GENB 153 Introduction to Business	3
GENB 210 Introduction to Fast Food/Family Dining Management	3
GENB 212 Food Service Sanitation Management	3
GENB 245 Principles of Management	3
GENB 256 Personnel Management I	3
GENB 257 Personnel Management II	3
OSE 151 Business Communications I	3
OSE 152 Business Communications II	3
LAWE 182 Restaurant Security	3
RHAC 214 Restaurant Equipment Maintenance	<u>2</u>
	45

Students should discuss with a counselor the best order in which to schedule these courses

NOTATION:

This program is intended to prepare students for a career upon graduation from Delta College or to help currently employed food industry personnel upgrade themselves and develop management skills. Students wanting to transfer to another college to receive a baccalaureate degree in business are advised to consult with a counselor prior to enrollment in this curriculum.



FINANCE AND BANKING

FINANCE AND BANKING/Associate in Business Studies Degree

This program is designed for persons who desire to enter the banking field as well as for present bank employees who desire to increase and upgrade their skills and knowledge of finance. Job opportunities are available in banks, savings and loan associations, credit unions and agencies within areas such as: commercial and installment loan departments; real estate mortgage departments; check processing; bank operations supervision; computer programming; auditing and accounting.

General Education Courses

	Sem Hrs
PE Elective Activity	1
PE Elective Activity	1
ECON 111 Essentials of Economics OR	
ECON 221 Principles of Economics I	3, 4
POLS 103 Introduction to American Government	3
General Electives	<u>8-11</u>
	<u>17-19</u>

Business Courses

	Sem Hrs
ACCT 211 Principles of Accounting I OR	
AIB 103 A.I.B. Accounting I	4,3
ACCT 212 Principles of Accounting II OR	
AIB 104 A.I.B. Accounting II	4,3
CIS 133 Introduction to Computer Information Systems	4
GENB 110 Business Computations	3
GENB 153 Introduction to Business	3
GENB 243 Principles of Marketing	3
GENB 245 Principles of Management	3
GENB 251 Business Law I OR	
AIB 124 A.I.B. Law & Banking	3
GENB 252 Business Law II	3
OSE 151 Business Communications I	3
OSE 152 Business Communications II	3
AIB 160 Principles of Bank Operations	3
AIB 173 Installment Credit	3
AIB— — A.I.B. Elective Course(s)	<u>3</u>
	<u>43-45</u>

NOTATIONS:

1. Students are advised to consult with a business counselor about elective courses.
2. This program is intended to prepare students for a career upon graduation from Delta College. Students wanting to transfer to another college to receive a baccalaureate degree are advised to consult with a counselor about transfer college requirements.



Students should discuss with a counselor the best order in which to schedule these courses.

GENERAL OFFICE ASSISTANT/Associate in Business Studies Degree

Office workers perform a wide range of tasks that are needed to keep business and other organizations running on a day-to-day basis. Handling and processing information in the areas of correspondence and reports, communications, calculating, mailing, typing, filing and managing office records are common tasks performed by the General Office Assistant.

General Education Courses	Sem Hrs
PE Elective Activity	1
PE Elective Activity	1
SPCH 114 Interpersonal Communications OR	
PSY 101 Applied Psychology	3
POLS 103 Introduction to American Government	3
-----Non-business Electives	<u>4-13</u>
	12-21
 Business Courses	
	Sem Hrs
ACCT 111 Introductory Accounting I OR	
ACCT 211 Principles of Accounting I	4
CIS 133 Introduction to Computer Information Systems	4
FASH 130 Professional Image Development	1
GENB 110 Business Computations	3
GENB 153 Introduction to Business	3
OSE 140 Introduction to the Automated Office	3
OSE 151 Business Communications I	3
OSE 152 Business Communications II	3
OSE 157 Filing	2
OSE 172 Typewriting II: Intermediate	3
OSE 175 Machine Calculation	2
OSE 180 Word Processing: Equipment I	2
OSE 268 General Office Practices	3
OSE 273 Typewriting III: Advanced	3
OSE 274 Machine Transcription	2
-----Business Electives	<u>0-9</u>
	41-50

Students should discuss with a counselor the best order in which to schedule these courses

NOTATIONS:

1. Placement in typing depends upon student's ability. Students may need to take a prerequisite course for OSE 172 or an elective may be substituted upon demonstration of equivalent skills for OSE 172.
2. A minimum of 4 of the 13 required elective credits must be taken in non-business courses.
3. Students are advised to consult with a business counselor about elective courses and cooperative education opportunities.



INDUSTRIAL SUPERVISION

INDUSTRIAL SUPERVISION/Certificate

Supervisors are basically responsible for the output of other workers and for maintaining work schedules, production, safety and employee records pertaining to their industrial plant department. Employers generally will choose people for supervisory positions who have experience in their industry, job related skills and leadership qualities. Therefore, most supervisors rise through the ranks and completion of this program alone will not ensure employment as a supervisor in an industrial plant. The main emphasis of this program is to provide the currently employed supervisor or aspiring supervisor with knowledge of supervisory responsibilities pertaining to management skills.

General Education Courses	Sem Hrs
ENG 111 College Composition I	3
POLS 103 Introduction to American Government	3
PSY 101 Applied Psychology	3
-----General Electives	<u>10</u>
	19

Industrial Supervision and Technical Courses	Sem Hrs
IS 110 Industrial Supervision	3
IS 118 Industrial Safety	2
IS 120 Supervisor-Employee Relations	3
MECT 111 Manufacturing Processes	<u>3</u>
	11

INDUSTRIAL SUPERVISION/Associate in Applied Science Degree

Some industrial plants may require or prefer individuals to have an associate degree. Therefore, this program is designed to provide a student with a broader base of related general education and technical courses in addition to emphasizing an analysis of cost data, production controls and production and worker operations. Depending on the electives selected, graduates of this program may also seek employment in a satisfying non-supervisory position in such plant areas as industrial engineering, quality control, or tool engineering.

Students must complete all courses listed in the Delta College Industrial Supervision Certificate program (30 credits) plus the following two groups of courses in order to receive the associate degree.

General Education Courses	Sem Hrs
GENB 231 Industrial Relations	3
ENG 113 Technical Writing	3
MATH 111 Applied Algebra OR	
DRAF 110 Machine Tool Calculations	4, 3
PE Elective Activity	1
PE Elective Activity	1
ECON 111 Essentials of Economics OR	
ECON 221 Principles of Economics I	3, 4
-----General Electives	<u>6-8</u>
	22

Industrial Supervision Courses	Sem Hrs
IS 210 Cost Analysis	3
IS 215 Work Analysis	3
IS 240 Production Planning and Control	<u>4</u>
	10

NOTATIONS:

1. Up to six credits may be granted to individuals with on-the-job experience in industrial supervision.
2. Students are advised to consult with a counselor about elective courses. A listing of suggested elective courses is given on the curriculum guidesheet which may be obtained from the Counseling Center.

LAW ENFORCEMENT/Associate in Applied Science Degree

The Delta College Law Enforcement curriculum is designed to give specialized knowledge of law enforcement combined with a broad general educational background. The program offers theoretical, practical, and technical instruction designed to meet an ever-increasing demand and continuous upgrading of personnel by law enforcement agencies. A graduate of this program would be prepared to seek employment in many non-officer (civilian) jobs such as: patrol and security guards, investigator for several government affiliated agencies; private investigation.

General Education Courses	Sem Hrs
ENG 111 College Composition I	3
ENG 112 College Composition II	3
SPCH 112 Fundamentals of Oral Communication	3
PE 125 Judo OR	
PE 129 Wrestling	1
PE Elective Activity	1
BIOL 111 Principles of Biology	4
-----Science Elective (with lab).....	4
HIST ----- History Elective	3-4
POLS 103 Introduction to American Government	3
PSY 211 General Psychology	4
SOC 211 Principles of Sociology	3
-----General Electives.....	<u>5-6</u>
	<u>38</u>

Law Enforcement Courses	Sem Hrs
LAWE 110 Introduction to Law Enforcement & Criminal Justice	3
LAWE 111 Police Administration	3
LAWE 112 Police Operations	3
LAWE 210 Introduction to Criminal Investigation	3
LAWE 250 Juvenile Offender	3
LAWE 220 Crime Laboratory Techniques OR	
PSY 231 Psychology of Personality OR	
PSY 241 Abnormal Psychology	3
LAWE 270 Evidence & Criminal Procedures	3
LAWE 271 Criminal Law	<u>3</u>
	<u>24</u>

NOTATIONS:

1. Students are advised to consult with a counselor about elective courses.
2. Students planning to transfer to a baccalaureate degree program should consult with a counselor before choosing electives so that the Associate in Arts Degree requirements (i.e. Humanities group) and specific transfer college requirements can be completed.
3. This Law Enforcement program does not certify graduates for employment as police enforcement officers as it does not incorporate the Basic Police Training (BPT) curriculum. Details about BPT are printed on the back side of the Law Enforcement Curriculum Guidesheet which is available at Delta's Counseling Center.



Students should discuss with a counselor the best order in which to schedule these courses

MACHINE TOOL OPERATIONS

MACHINE TOOL OPERATIONS/Certificate

Machine tool operators use machine tools such as lathes, drill presses, milling machines, grinding machines and punch presses to shape metal to precise dimensions. Although some operators can work with a wide variety of machine tools, most specialize in one or two types. Specific duties may include: studying blueprints, sketches; assembling parts to make lathes, milling machines, shapers, grinders or other machines; verifying dimensions, alignment, and conformity of workpieces; testing machines; manufacturing repair parts from blank castings or bar stock and using machine and hand tools to set up, repair, and adjust metal working machines.

General Education Courses

	Sem Hrs
ENG 111 College Composition I	3
MATH 111 Applied Algebra	4
MATH 103 Applied Geometry & Trigonometry	4
	<u>11</u>

Technical Courses

	Sem Hrs
DRAF 120 Beginning Industrial Blueprint Reading	2
DRAF 124 Blueprint Reading for Machine Tool Operators	2
DRAF 126 Machine Tool Illustration	2
MS 100 Machine Shop I	4
MS 101 Machine Shop II	4
MS 102 Machine Shop III	4
MS 103 Machine Shop IV	4
MS 104 Machine Shop V	4
MS 105 Machine Shop VI	4
MS 106 Machine Shop VII	4
MS 107 Machine Shop VIII	4
MS 108 Machine Shop IX	4
MS 112 Ferrous Heat Treat	2
MS 120 Machinists Handbook	2
MS 140 Problems in Employer/Employee Relations	2
MS 260 Numerical Control Programming I	3
	<u>51</u>

NOTATIONS:

1. Machine Shop courses are not necessarily taken in numerical order. Machine Shop I must be taken first and then the faculty assigns students based on their progress and availability of machines to their next Machine Shop class. Normally three 5 week Machine Shop classes are taken per semester.
2. Students must receive a minimum C (2.0) grade in each course. This special requirement is to prepare students for the high standards of performance expected by industry. Students not successful in maintaining these standards will be required to meet with the program Academic Standards Review Committee to determine their program status and eligibility to continue enrollment in this program.
3. Due to the limited capacity of the college facilities, enrollment in this program is limited. A waiting list is maintained for Machine Shop courses; however, other courses may be taken prior to entering Machine Shop classes. For program details and to be put on the waiting list, students should contact a technical counselor at Delta College.



Students should discuss with a counselor the best order in which to schedule these courses.

MACHINE TOOL OPERATIONS—INDUSTRIAL SUPERVISION/Associate in Applied Science Degree

In addition to the skills gained from courses completed in the Machine Tool Operations Certificate program, students completing this Associate degree program will be provided knowledge of supervisory responsibility pertaining to job safety, management skills, production and worker operations. Dependent upon industrial needs and employment outlook, Delta College may in the near future also develop additional Machine Tool Operations Associate degrees.

Students must complete all courses listed in the Delta College Machine Tool Operations Certificate program (62 credits) plus the following two groups of courses in order to receive the Associate degree:

General Education Courses	Sem Hrs
ENG 112 College Composition II OR	
ENG 113 Technical Writing	3
SPCH 112 Fundamentals of Oral Communication	3
PE Elective Activity	1
PE Elective Activity	1
POLS 103 Introduction to American Government	3
	11
Technical Courses	Sem Hrs
IS 110 Industrial Supervision	3
IS 118 Industrial Safety	2
IS 240 Production Planning & Control	4
MECT 111 Manufacturing Processes	3
	12

Students should discuss with a counselor the best order in which to schedule these courses



MANAGEMENT

MANAGEMENT/Associate in Business Studies Degree

Delta College offers the following five specialized management degree options:

GENERAL MANAGEMENT: This program is designed to provide a basic foundation in the major functional areas of business management and allows students to structure an individual program that will meet their own needs.

MKTG MANAGEMENT: This program is designed to prepare individuals for careers in the field of sales. Graduates will have studied the basics of advertising from the marketing usage point of view; consumer behavior relating to buying; merchandising policies, budgets and planning; sales management; retail organizational structure; product promotion and distribution.

OFFICE MANAGEMENT: This program is designed to provide office operations management skills such as: developing and managing systems for office procedures; report and data compilation; filing and record keeping; information gathering techniques; personnel administration.

RETAIL MID-MANAGEMENT: This program is designed to provide skills related to the distribution of merchandise and services within a retail store through the study of: merchandising functions; store organization and operations; buying procedures, inventory control and pricing; marketing processes and functions; advertising strategies.

SMALL BUSINESS MANAGEMENT: This program is designed specifically for individuals who plan to own and manage their own business and those who currently own a business and want to become more proficient with their skills.

Basic Core Program Requirements (all five options)

Sem Hrs

ACCT 111 Introductory Accounting I OR ACCT 211 Principles of Accounting I (General Management requires 211)	4
CIS 133 Introduction to Computer Information Systems	4
GENB 110 Business Computations	3
GENB 153 Introduction to Business	3
GENB 245 Principles of Management	3
GENB 251 Business Law I	3
OSE 151 Business Communications I	3
OSE 152 Business Communications II.	3
PE Elective Activity	1
PE Elective Activity	1
ECON 221 Principles of Economics I	4
POLS 103 Introduction to American Government	3

NOTATIONS:

1. Students are advised to consult with a business counselor about elective courses.
 2. The above programs are intended to prepare students for a career upon graduation from Delta College. Students wanting to transfer to another college to receive a baccalaureate degree in business are advised to consult with a counselor prior to enrollment in this curriculum.

Students should discuss with a counselor the best order in which to schedule these courses.

General Management Requirements

ACCT 212 Principles of Accounting II	4
GENB 243 Principles of Marketing	3
GENB 256 Personnel Management	3
-----Business or General Electives	1
	<u>17</u>
	27

Marketing Management Requirements

GENB 143 Principles of Advertising	3
GENB 145 Principles of Sales	3
GENB 158 Public Relations	3
GENB 243 Principles of Marketing	3
GENB 247 Principles of Retailing	3
GENB 248 Principles of Buying for Resale	3
GENB 253 Applied Marketing Strategies	3
SOC 211 Principles of Sociology	3
— Business or General Electives	3

Office Management Requirements

GENB 256 Personnel Management I	3
OSE 140 Introduction to the Automated Office	3
OSE 158 Records Management	2
OSE 178 Typewriting Skill Building	2
OSE 240 Word Processing Management	2
OSE 268 General Office Practices	3
Business or General Electives	12
	27

Retail Mid-Management Requirements

CED 125 Cooperative Education I.....	3
CED 126 Cooperative Education II	3
GENB 247 Principles of Retailing	3
FASH 151 Display	
GENB 143 Principles of Advertising	
GENB 145 Principles of Sales	
GENB 243 Principles of Marketing	
GENB 248 Principles of Buying for Resale	
GENB 256 Personnel Management I	
LAWE 182 Business Security	
Business or General Electives	6

Small Business Management Requirements

Course Title	Sem. Hrs.
CIS 120 Small Computer Systems	3
GENB 131 Small Business Management I	3
GENB 132 Small Business Management II	3
GENB 145 Principles of Sales	3
GENB 243 Principles of Marketing	3
GENB 252 Business Law II	3
Business or General Electives	9

MANUFACTURING TECHNOLOGY/Associate in Applied Science Degree

A manufacturing technician is involved in the day to day operation of a plant. This program teaches knowledge and skills about methods of manufacturing, establishing the sequence and types of operations involved, selecting tools and equipment, estimating cost and facilities planning. Nationally, the largest employers of manufacturing technicians are the electrical equipment, chemical, machinery, and aerospace industries. A graduate of this program is qualified to fill a myriad of positions in local manufacturing plants.

General Education Courses	Sem Hrs
ENG 111 College Composition I	3
ENG 113 Technical Writing	3
MATH 111 Applied Algebra	4
MATH 208 Elementary Statistics	3
PE Elective Activity	1
PE Elective Activity	1
PHYS 101 Applied Physics	5
POLS 103 Introduction to American Government	3
PSY 101 Applied Psychology	3
-----General Electives	<u>6</u>
	32

Technical Courses	Sem Hrs
IS 215 Work Analysis	3
IS 216 Plant Layout and Materials Handling	3
IS 240 Production Planning and Control	4
DRAF 104 Basics of Industrial Drafting OR	
DRAF 105 Beginning Industrial Drafting	4, 3
DRAF 106 Intermediate Industrial Drafting	3
MS 114 Machine Tools	3
MECT 111 Manufacturing Processes	3
MECT 112 Manufacturing Processes Laboratory	2
MECT 211 Manufacturing Cost Estimating	2
MECT 221 Materials and Metallurgy	3
MECT 281 Quality Control	3
	32-33

NOTATIONS:

1. Machine Tool Operations course MS 260 may be substituted for MS 114 if the student has prior experiences in basic machine tool operations.
2. Students are advised to consult with their counselor about elective courses. A listing of suggested electives is given on the curriculum guidesheet which may be obtained from the Counseling Center.

Students should discuss with a counselor the best order in which to schedule these courses



MECHANICAL DESIGN TECHNOLOGY/Associate in Applied Science Degree

A mechanical design technician assists engineers in design and development work. This program is designed to equip the graduate with one of the most sought-after technical skills in this area—mechanical drafting. In addition to placing lines on the drawing board, however, the designer requires a broad technical knowledge to be able to select a solution to a problem from many alternatives. The largest employers are the electrical equipment, chemicals, machinery, manufacturing, and aerospace industries. In the non-manufacturing area the major employers are communications, engineering and architectural firms.

General Education Courses

	Sem Hrs
ENG 111 College Composition I	3
ENG 113 Technical Writing	3
MATH 111 Applied Algebra	4
MATH 113 Applied Trigonometry I	2
PE Elective Activity	1
PE Elective Activity	1
PHYS 101 Applied Physics	5
POLS 103 Introduction to American Government	3
PSY 101 Applied Psychology	3
	<hr/> 25

Technical Courses

	Sem Hrs
DRAF 104 Basics of Industrial Drafting OR	
DRAF 105 Beginning Industrial Drafting	4, 3
DRAF 106 Intermediate Industrial Drafting.....	3
DRAF 256 Descriptive Geometry	3
DRAF 257 Advanced Industrial Drafting	3
ELCT 235 Electrical Circuits	4
MS 114 Machine Tools	3
MS 214 Advanced Machine Tools.....	3
MECT 111 Manufacturing Processes	3
MECT 205 Kinematics of Mechanisms	3
MECT 220 Introduction to Fluid Power	3
MECT 221 Materials and Metallurgy	3
MECT 250 Statics and Strength of Materials.....	3
	<hr/> 37-38

NOTATION:

This program is designed to prepare students for a technical level career upon graduation from Delta College and is not transferable into a Mechanical Engineering baccalaureate degree. Students wanting to become mechanical engineers are advised to consult with a counselor about transfer college requirements and follow the Delta College pre-engineering program.



MECHANICAL ENGINEERING TECHNOLOGY/Associate in Applied Science Degree

The objective of this program is to produce graduates having a sufficiently broad base in the fundamentals of mechanical technology, drafting, manufacturing and design to be successful as mechanical engineering technicians in a metallurgical or product test laboratory, as a field technician, as an engineering aide in manufacturing or product engineering, in quality control, or in sales and service. Today, industry places responsibilities on this two-year graduate which were unique to four-year graduate engineers only a few years ago. Responsibilities as a lab technician may include not only setting up a test apparatus and running tests on an experimental product, but also writing the report and making recommendations. This program has received national accreditation by the Accreditation Board for Engineering and Technology making Delta College the only community college in the state to have ABET accreditation. Recognition by ABET assures students they will have met or surpassed minimum national criteria in job skills and professional attitude, and expands their marketability as engineering technicians.

General Education Courses	Sem Hrs
ENG 111 College Composition I	3
ENG 113 Technical Writing	3
MATH 111 Applied Algebra	4
MATH 113 Applied Trigonometry I	2
MATH 114 Applied Trigonometry II	2
MATH 211 Applied Calculus	5
CPS 140 BASIC Programming for Math OR	
CPS 165 FORTRAN Programming	2, 3
PE Elective Activity	1
PE Elective Activity	1
PHYS 101 Applied Physics	5
POLS 103 Introduction to American Government	3
PSY 101 Applied Psychology	3

34-35

Technical Courses

Technical Courses	Sem Hrs
DRAF 104 Basics of Industrial Drafting OR	
DRAF 105 Beginning Industrial Drafting	4, 3
X DRAF 106 Intermediate Industrial Drafting	3
DRAF 200 Computer Assisted Drafting	1
DRAF 201 Computer Assisted Drafting Laboratory	1
X ELCT 235 Electrical Circuits	4
MS 114 Machine Tools	3
MECT 111 Manufacturing Processes	3
MECT 205 Kinematics of Mechanisms	3
MECT 220 Introduction to Fluid Power	3
MECT 221 Materials and Metallurgy	3
X MECT 251 Mechanics	4
MECT 252 Strength of Materials	3
X MECT 256 Machine Design	3

37-38

NOTATION:

This program is designed to prepare students for a technical level career upon graduation from Delta College and is not transferable into a Mechanical Engineering baccalaureate degree. However, this program is transferable into baccalaureate technology degree programs. Students wanting to become mechanical engineers are advised to consult with a counselor about transfer college requirements and follow the Delta College pre-engineering program.

MEDICAL ASSISTANT

MEDICAL ASSISTANT/Associate in Applied Science Degree

Medical Assistants help physicians examine and treat patients and take care of the clerical work necessary for a smoothly run office. In helping physicians examine patients, medical assistants may check weight, height, temperature, blood pressure, and make simple laboratory tests. In helping with treatment, they instruct patients about medication and self-treatment at home, give injections, apply bandages, and take electrocardiograms. Clerical duties are varied but likely to include: processing insurance forms, typing, patient billing and payment records management, scheduling appointments and handling correspondence.

The American Association of Medical Assistant (AAMA) sponsors a certification program and its certifying board awards certificates to medical assistants who pass a comprehensive written examination and have two years of experience in the field. Certification is not a license and is not required for AAMA membership; however, physicians usually consider Certified Medical Assistants to be highly qualified assistants.

General Education Courses

	Sem Hrs
SPCH 114 Interpersonal Communications	3
MATH 117 Math for Allied Health	2
PE Elective Activity	1
PE Elective Activity	1
POLS 103 Introduction to American Government	<u>3</u>
	10

Business Courses

	Sem Hrs
OSE 116 Introduction to the Medical Office	2
OSE 140 Introduction to the Automated Office	3
OSE 151 Business Communications I	3
OSE 152 Business Communications II	3
OSE 154 Medical Insurances I	3
OSE 155 Medical Insurances II	3
OSE 157 Filing	2
OSE 266 Medical Office Practice	2
OSE 273 Typewriting III: Advanced	3
OSE 276 Medical Machine Transcription	<u>2</u>
	26

Medical and Health Courses

	Sem Hrs
MEDA 210 Assisting the Physician I	3
MEDA 220 Assisting the Physician II	3
MEDA 230 Medical Assistant Internship	4
HSC 110 Orientation to the Health Care Industry	2
HSC 140 Basic Medical Emergencies	2
HSC 205 Legal Aspects of Health	2
ALDH 114 Integrated Medical Science and Terminology I	6
ALDH 115 Integrated Medical Science and Terminology II	<u>6</u>
	28



NURSING/Associate in Applied Science Degree

The nursing curriculum prepares men and women to function effectively as members of the health care team. Graduates will be qualified for employment as beginning nurses practicing in structured settings; for example, acute care hospitals, extended care facilities, nursing homes, clinic. Students successfully completing this program are eligible to take the Michigan Board of Nursing Examination for licensure as Registered Nurses. This Delta College program is accredited by the National League for Nursing and approved by the Michigan Board of Nursing.

General Education Courses	Sem Hrs
ENG 111 College Composition I	3
ENG 112 College Composition II	3
PHIL 230 Bioethics	2
PHIL 231 Bioethics: Application for Nurses	1
NURS 100 Introduction to Health Care: Nursing	2
PE Elective Activity	1
PE Elective Activity	1
ALDH 101 & 102 Allied Health Anatomy and Physiology I & II OR BIOL 121 & 122 Principles of Anatomy and Physiology I & II	8
BIOL 203 General Microbiology	4
POLS 103 Introduction to American Government	3
PSY 211 General Psychology	4
SOC 211 Principles of Sociology	<u>3</u>
	35

Nursing Courses (Regular Clinical Track)	Sem Hrs
Each of the following courses are five week courses. It is required that these courses be taken in the semesters indicated.	
NURS 101 Nursing 1	4
NURS 102 Nursing 2	4
NURS 103 Nursing 3	4
NURS 104 Nursing 4	4
NURS 105 Nursing 5	3
NURS 106 Nursing 6	3
NURS 207 Nursing 7	3
NURS 208 Nursing 8	4
NURS 209 Nursing 9	3
NURS 221 Nursing 10	4
NURS 222 Nursing 11	3
NURS 223 Nursing 12	<u>3</u>
	42
	Semester 1
	Semester 2
	Semester 3
	Semester 4

Nursing Courses (LPN Transition Clinical Track)

Delta College does **not** offer a licensed practical nursing (LPN) program. However, currently licensed LPN's have the option of taking a special transition clinical track of nursing courses leading to the RN license. Students interested

Students should discuss with a counselor the best order in which to schedule these courses.

in this option should make an appointment with the nursing counselor and read carefully the curriculum guidesheet (available from Counseling Center) outlining LPN Transition options and requirements.

NOTATIONS:

1. Due to the limited capacity of nursing training facilities, and the specific requirements of the accreditation agencies, this program is considered a "limited enrollment" curriculum. A student will be placed in the clinical nursing courses only **after** successfully completing the prerequisite qualifications and submitting an "Application to the Nursing Professional Course Sequence" to the college Counseling Center.
2. Prerequisite qualifications are: (a) be admitted to Delta College (b) provide transcripts from high school and all other colleges or training institutions attended (c) completion with a C minimum grade in **each**, courses NURS 100, ALDH 101 & 102 or BIOL 121 & 122, Biol 203 (d) completion, with a C grade average, at least 12 credits from the remaining general education courses listed.
3. Nursing courses are offered day hours only Fall and Winter semesters and usually must be taken consecutively in sequence.
4. A student must achieve a minimum C grade in each nursing course to be eligible to continue in the program. Students must comply with all Nursing Program Progression and Retention Policies (copy available from nursing counselor).
5. A student must achieve a GPA of at least 2.00 in the clinical nursing courses to graduate from this program.
6. After notification received for clinical acceptance, a student must have a complete physical examination including a negative TB test no later than three months prior to enrollment in Nursing 3 course. Students are required to have the physical examination renewed annually.
7. In addition to tuition and textbook costs, students must purchase uniforms, clinic shoes, and provide own transportation to clinical settings (plus possible hospital parking charges).
8. Nursing course NURS 100 is waived with credit for students with LPN certificate who enroll for Nursing Transition Sequence. Student must see nursing counselor and submit official waiver request.
9. It is strongly recommended that students not begin the clinical nursing course sequence until all general education courses are completed.
10. Students are expected to possess good basic mathematics skills prior to enrollment in Nursing Course NURS 100 (if regular clinical track) or prior to enrollment in Nursing Course NURS 107 (if LPN Transition clinical track). If math skills are weak, students are advised to take Mathematics Course MATH 117 (Math for Allied Health).
11. Students must be currently certified in CPR to enter Nursing courses. CPR certification must be maintained throughout enrollment in Nursing courses.
12. LPN Transition Clinical Track students must complete Bioethics Course PHIL 230 prior to entering Clinical Nursing courses.
13. Nursing students are expected to obtain and read the Nursing Student Handbook which contains additional information and requirements.

PHYSICAL THERAPIST ASSISTANT

PHYSICAL THERAPIST ASSISTANT/Associate in Applied Science Degree

Physical Therapist Assistants work under the direction and supervision of Registered Physical Therapists. They may work in any setting in which Registered Physical Therapists are present. Such settings include acute care hospitals, rehabilitation centers, special education schools, geriatric facilities and private clinics. Graduates of this program are able to carry out patient treatment programs designed by the Registered Physical Therapist which utilize heat, light, water, sound, massage, therapeutic exercises and rehabilitation/habilitation procedures. This Delta College program is accredited by the American Physical Therapy Association.

General Education Courses	Sem Hrs
ENG 111 College Composition I	3
ENG 112 College Composition II	3
SPCH 114 Interpersonal Communications	3
HSC 105 Medical Terminology	2
HSC 110 Orientation to Health Care Industry	2
HSC 140 (60140) Basic Medical Emergencies	2
PE 101 Physical Fitness OR	
PE 103 Physical Conditioning for Women	1
PE Elective Activity	1
PETH 213 Kinesiology	3
ALDH 101 & 102 Allied Health Anatomy & Physiology I & II OR	
ALDH 121 & 122 Principles of Anatomy & Physiology I & II	8
POLS 103 Introduction to American Government	3
PSY 211 General Psychology	4
PSY 223 or 231 or 235 or 241 or 250 OR	
SOC 275 Sociology of Stress	3
	<u>38</u>

Physical Therapist Assistant Courses	Sem Hrs
PTA 101 (48101) Clinical Anatomy	2
PTA 111 Physical Therapist Assistant I	7
PTA 112 Physical Therapist Assistant II	8
PTA 113 Physical Therapist Assistant III	4
PTA 211 Physical Therapist Assistant IV	8
PTA 212 Physical Therapist Assistant V	<u>12</u>
	<u>41</u>

NOTATIONS:

1. A maximum of 14 students will be accepted each Fall semester for Physical Therapist Assistant courses from the program waiting list. A student will be placed on this waiting list only **after** successfully completing the prerequisite qualifications and submitting the special Physical Therapist Assistant application to the college Counseling Center.
2. Prerequisite qualifications are: (a) high school graduate or GED equivalent (b) completion with a C (2.0) minimum grade in **each**, courses HSC 105, 110, 140, ALDH 101 & 102 or BIOL 121 & 122 (c) completion, with a C (2.0) grade average, of at least 6 credits from the remaining general education courses listed (d) provide transcripts from high school and all other colleges attended (e) be admitted to Delta College.
3. Physical Therapist Assistant courses are offered day hours only and must be taken in the sequence shown.
4. A student must achieve a minimum C (2.0) grade in each Physical Therapist Assistant course to be eligible to continue in the program.
5. In addition to tuition and textbook costs, students must purchase uniforms, clinic shoes and provide own transportation to clinical settings (plus possible hospital parking charges).
6. After notification received for clinical acceptance, a student must have a complete physical examination including a negative TB test. Students are required to have the physical exam and TB test done annually.
7. Current CPR certification is required for admission to the clinical sequence. CPR certification must be renewed annually.

RADIOGRAPHY/Associate in Applied Science Degree

Working under the supervision of a physician, Radiographers (previously called Radiologic Technologists) use X-Ray equipment to take pictures of the internal parts of a patient's body. Radiographers position the patient; determine and set exposure factors; expose and process the required number of radiographs of the right density, detail and contrast; prepare and help administer chemical mixtures called contrast media; assist in fluoroscopic examinations; and use radiation protection devices and techniques. Students successfully completing this program are eligible to take the registry certification exam administered by the American Registry of Radiologic Technologists as this Delta College program is accredited by the Joint Review Committee on Education in Radiologic Technology.

General Education Courses	Sem Hrs
ENG 111 College Composition I	3
ENG 112 College Composition II	3
SPCH 114 Interpersonal Communications	3
HSC 105 Medical Terminology	2
HSC 110 Orientation to the Health Care Industry	2
HSC 140 Basic Medical Emergencies	2
PE Elective Activity	1
PE Elective Activity	1
ALDH 101 & 102 Allied Health Anatomy & Physiology I & II OR BIOL 121 & 122 Principles of Anatomy & Physiology I & II	8
POLS 103 Introduction to American Government	3
PSY 211 General Psychology	4
	<u>32</u>

Radiography Courses	Sem Hrs
RADG 100 X-Radiation Physics	4
RADG 105 Fundamentals of Radiography	2
RADG 110 Principles of Radiographic Exposure	1
RADG 115 Clinical Orientation	3
RADG 130 Radiographic Procedures I	2
RADG 135 Clinical Education I	5
RADG 140 Clinical Seminar I	1
BIOL 222 Radiation Biology and Protection	3

Fall only Winter only

RADG 150 Radiographic Procedures 2	2	Spring/Summer only
RADG 160 Clinical Education 2	6	
RADG 165 Clinical Seminar 2	1	
RADG 210 Pathology in Radiology	2	
RADG 215 Radiographic Procedures 3	2	Fall only
RADG 220 Clinical Education 3	6	
RADG 225 Clinical Seminar 3	1	
RADG 235 Radiographic Procedures 4	2	
RADG 240 Special Procedures	3	Winter only
RADG 245 Clinical Education 4	6	
RADG 250 Clinical Seminar 4	1	
RADG 260 Clinical Education 5	10	
RADG 270 Principles of Quality Assurance	1	Spring/Summer only
	<u>64</u>	

NOTATIONS:

1. Approximately 16 students will be accepted each Fall semester for Radiography courses from the program waiting list. A student will be placed on this waiting list only after successfully completing the prerequisite qualifications and submitting the special Radiography Application to the college Counseling Center.
2. Prerequisite qualifications are: (a) high school graduate or GED equivalent (b) Completion with a C (2.0) minimum grade in **each**, courses HSC 105, 110, ALDH 101 & 102 or BIOL 121 & 122 (c) Completion, with a C (2.0) grade average, at least 9 credits from the remaining general education courses listed (d) be admitted to Delta College (e) provide transcripts from high school and all other colleges attended.
3. Course HSC 140 must be completed with a minimum C (2.0) grade prior to enrollment into the first semester of Radiography courses. CPR certification must be maintained throughout enrollment in the Radiography courses sequence.
4. Radiography courses are offered day hours only and must be taken together in the sequence shown.
5. A student must achieve a minimum C (2.0) grade in **each** Radiography, and Biology course to be eligible to continue in the program. Students must comply with all Radiography Program Progression and Retention policies (copy available from the Radiography counselor).
6. After notification received for Fall acceptance, a student must have a complete physical examination including a negative TB test.
7. In addition to tuition and textbook costs, students must purchase uniforms, clinic shoes, and provide own transportation to clinical settings (plus possible hospital parking charges).

Students should discuss with a counselor the best order in which to schedule these courses.

RESIDENTIAL CONSTRUCTION

RESIDENTIAL CONSTRUCTION/Certificate

This program is designed to prepare students for jobs in rough carpentry and house framing with the skills they will have learned in such areas as: job specifications and drawings; building materials; use of woodworking and surveying tools; cost estimations; concrete work; exterior finishing. Completion of this program preempts years of apprenticeship in the construction field and the graduate may become self-employed, or find employment with a contractor or in a building supply center.

Residential Construction Courses	Sem Hrs
RC 101 Construction Print Interpretation	3
RC 102 Building Materials	4
RC 103 Carpentry Math & Framing Square	5
RC 104 Construction Laboratory I	2
RC 105 Building Site Surveying	5
RC 106 Concrete Slab Work	4
RC 107 Footings and Foundations	3
RC 108 Construction Safety	2
RC 200 Construction Contracting Rules & Regulations	3
RC 201 Rough Framing & Outside Finishing	3
RC 202 Building Materials Estimation	3
RC 203 Construction Laboratory II	2
	39



NOTATION:

A student can complete this program in 3 semesters by taking day courses together in the sequence shown. However, part time day or evening enrollment is also possible but it will then take longer to complete this program. If there is sufficient student demand, the RC 101, 102, 103, 104 courses are offered also in the winter semester and the RC 105, 106, 107, 108 courses in the spring semester.

RESIDENTIAL CONSTRUCTION/Associate in Applied Science Degree

In addition to the skills gained from courses completed in the Residential Construction Certificate program, students completing this associate degree program will have learned construction techniques in: interior trim; cabinet making and installation; equipment installation; interior finishing. The program also offers the breadth of education necessary for a successful self-employed business or lumberyard management and has the support of the home builders association.

A student must complete all courses listed in the Delta College Residential Construction Certificate program (39 credits) plus the following two groups of courses in order to receive the associate degree.

General Education Courses	Sem Hrs
ENG 111 College Composition I3
ENG 113 Technical Writing3
PE Elective Activity1
PE Elective Activity1
POLS 103 Introduction to American Government3
PSY 101 Applied Psychology3
	14

Residential Construction Courses	Sem Hrs
RC 204 Inside Finishing & Hardware3
RC 205 Cabinet Making & Millwork4
RC 206 Electrical and Plumbing Equipment3
RC 207 Solar & Conventional Heating & Cooling2
	12

NOTATION:

Graduates of this program desiring to continue their education may transfer to other institutions in baccalaureate degree programs in Construction Technology, Business or Industrial Education. Students are advised to consult with their counselor about transfer options and requirements.

RESPIRATORY THERAPY TECHNICIAN/Certificate

Respiratory Therapy personnel perform medical procedures with patients having respiratory problems and assist in the treatment of heart and lung ailments. The technician, under supervision of a Respiratory Therapist or physician, may administer various types of gas, aerosol, and intermittent positive pressure breathing; assist with long term continuous artificial ventilation; clean, sterilize and maintain respiratory therapy equipment; and maintain records of patient's therapy. Individuals having one year of experience in respiratory therapy after completion of this certificate program may apply to take the National Board for Respiratory Therapy's (NBRT) examination for the Certified Respiratory Therapy Technician (CRTT) credential. Delta College has received accreditation of these programs from the Committee on Allied Health and Accreditation in cooperation with the Joint Review Committee for Respiratory Therapy Education.

General Education Courses	Sem Hrs
RT 100 Physics for Respiratory Therapy	2
HSC 105 Medical Terminology	2
ALDH 101 & 102 Allied Health Anatomy & Physiology I & II OR	
BIOL 121 & 122 Principles of Anatomy & Physiology I & II	8
BIOL 203 General Microbiology	4
SPCH 112 Fundamentals of Oral Communications OR	
PSY 101 Applied Psychology OR	
PSY 211 General Psychology OR	
SOC 211 Principles of Sociology OR	
SOC 245 Death Education.....	3,4
	19-20

Respiratory Therapy Courses	Sem Hrs
RT 111 Oxygen, Aerosol, and Humidity Therapy	2
RT 112 Medical Gas Production, Use and Regulation	1
RT 113 Evaluation of the Chest and Breathing; Coughing and Sputum: Chest Physical Therapy	1
RT 114 Sterilization and Asepsis and Basic RT Pharmacology	1
RT 115 Hyperinflation Therapy and Pressure-Cycled Ventilators	2
RT 121 Orientation to RT as a Profession	1
RT 122 Dept. Rounds, Service Calls and Equip. Proc.	1
RT 123 Administration of Aerosol Therapy	2
RT 124 Administration of Hyperinflation Therapy.....	2
RT 125 Basic Pediatric Care and Chest Physical Therapy	1
RT 151 Staff Technician in Basic Care	3

Fall
only

RT 131 Artificial Airway Care and Manual Ventilation	2
RT 132 Adult Ventilatory Care	3
RT 133 Pulmonary Function and Blood Gas Analysis.....	1
RT 134 Chest X-ray, ECG, Chest Tubes, Rehab, and Home Care	1
RT 141 Basic Pulmonary Function Testing	1
RT 142 Basic ECG, Emergency Resp. Care and Blood Gas Analysis	1
RT 145 Technician Critical Care Techniques	5
RT 152 Staff Technician in Advanced Care	3
	34

Winter
only

NOTATIONS:

1. A maximum of 20 students will be accepted each Fall semester for Respiratory Therapy courses from the program waiting list. A student will be placed on this list only **after** successfully completing the prerequisite qualifications and submitting the special Respiratory Therapy application to the college Counseling Center.
2. Prerequisite qualifications are: (a) high school graduate or GED equivalent (b) Completion with a C (2.0) minimum grade in **each**, courses RT 100, HSC 105, ALDH 101 & 102 or BIOL 121 & 122 (c) be admitted to Delta College and provide transcripts from high school and all other colleges attended.
3. Prior to enrollment in course RT 100 students must have good basic algebra skills. Students are advised to take MATH 107 (Algebra I) if their algebra skills are weak.
4. Course BIOL 203 must be completed with a minimum C (2.0) grade prior to or concurrent with the first semester RT courses.
5. After notification received for Fall acceptance, a student must have a complete physical examination including a negative TB test.
6. RT courses are offered day hours only and generally must be taken together in the sequence shown. A student must achieve a minimum C (2.0) grade in **each** RT course to be eligible to continue in the program.
7. In addition to tuition and textbook costs, students must purchase a laboratory coat and provide own transportation to clinical settings (plus possible hospital parking charges).
8. Admission to and continuance in the program is contingent upon student compliance with all policies contained in the student Clinical Policy Manual.
9. Students having prior respiratory therapy work experience may be eligible to waive or receive equivalent credit for some RT courses.
10. Current certification in Cardiopulmonary Resuscitation (American Red Cross) or Basic Cardiac Life Support (American Heart Association) is required, BCLS certification is preferred. Certification can be received in HSC 140, PETH 168, PETH 169, through the American Red Cross, or through the American Heart Association.

RESPIRATORY THERAPIST

RESPIRATORY THERAPIST/Associate in Applied Science Degree

The Respiratory Therapist is qualified to assume primary clinical responsibility for all respiratory care modalities, including responsibilities involved in the supervision of respiratory technician functions. The therapist is also capable of serving as a resource person to the physician with regard to current practices in respiratory care and to the hospital staff as to effective and safe methods for administering respiratory therapy. Respiratory therapists who have a certificate of completion from an AMA-approved therapist training program, 62 minimum semester hours of college credit, and 1 year of experience following completion of the program are eligible to apply for registration by the National Board for Respiratory Therapy (NBRT). The registry examination consists of written and oral tests. Applicants must pass both to be awarded the Registered Respiratory Therapist (RRT) credential.

Students must complete all courses listed in the Delta College Respiratory Therapy Technician Certificate program (53-54 credits) plus the following two groups of courses in order to receive the associate degree.

General Education Courses

	Sem Hrs
ENG 111 College Composition I	3
ENG 112 College Composition II	3
PE Elective Activity	1
PE Elective Activity	1
POLS 103 Introduction to American Government	<u>3</u>
	11

Respiratory Therapy Courses

	Sem Hrs
RT 211 Advanced Respiratory Physiology	2
RT 212 Advanced Critical Care Techniques	2
RT 213 Advanced Evaluation Techniques	1
RT 214 Seminar I	1
BIOL 141 Physiology of Trauma and Stress	4
RT 221 Patient Evaluation and Management I	4
RT 222 Pulmonary Function Interpretation and Stress Testing	3
RT 231 Maternal and Neonatal Respiratory Care	2
RT 232 Pathophysiology Conference	2
RT 233 Specialized Techniques	2
RT 234 Seminar II	1
RT 205 Respiratory Therapy Pharmacology	3
RT 241 Critical Patient Evaluation and Management II	2
RT 242 Maternal and Neonatal Respiratory Care	3
RT 243 Rehabilitation and Home Care	1
RT 244 Optional Rotation/Special Project	<u>1</u>
	34

Students should discuss with a counselor the best order in which to schedule these courses

NOTATION:

Students who did not complete the Delta College Respiratory Therapy Technician Certificate program but did complete a CAHEA approved technician level program somewhere else and are certified by the National Board for Respiratory Care may be eligible for admission to the Delta College Respiratory Therapist/Associate in Applied Science Degree program.



ROBOTICS TECHNOLOGY/Associate in Applied Science Degree

The complexity of automated flexible manufacturing has increased during the past few years as many manufacturers have automated their assembly, machining and manufacturing processes. This expanding automation is creating a need for a new type of technician who understands electronics, electrical circuits, hydraulics, pneumatics and mechanical systems and can trouble shoot, diagnose and repair the systems. A graduate of this program will be prepared for a variety of jobs in automated manufacturing such as installers, repairers, programmers, design technicians and mechanics.

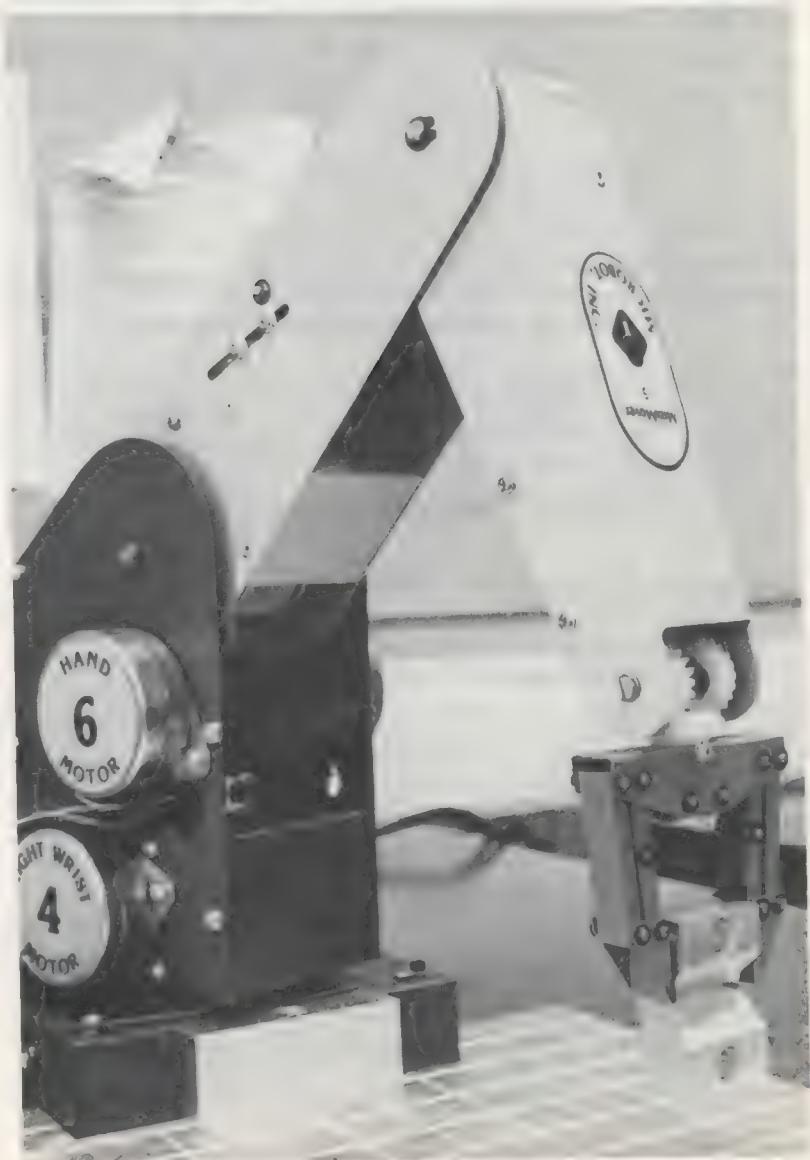
General Education Courses	Sem Hrs
GENB 145 Principles of Sales	3
ENG 111 College Composition I	3
ENG 113 Technical Writing	3
MATH 113 Applied Trigonometry I	2
MATH 114 Applied Trigonometry II	2
CPS 140 BASIC Programming for Math	2
PE Elective Activity	1
PE Elective Activity	1
PHYS 111 General Physics I	4
PHYS 112 General Physics II	4
POLS 103 Introduction to American Government	3
	28

Technical Courses	Sem Hrs
DRAF 120 Beginning Industrial Blueprint Reading.....	2
ELCT 220 DC/AC Circuits.....	4
ELCT 230 Advanced Circuits	4
ELCT 240 Control Systems	4
ELCT 250 (course to be developed)	3
MS 113 Machining Processes.....	2
MS 260 Numerical Control	3
MECT 101 Industrial Robotics	3
MECT 103 Mechanical Drives for Robotics	2
MECT 220 Introduction to Fluid Power	3
MECT 222 Pneumatic Power and Control	3
MECT 223 Fluid Logic for Robotics	2
MECT 224 Fluid Power Circuits & Systems	3
	38

Students should discuss with a counselor the best order in which to schedule these courses

NOTATIONS:

1. Prior to enrollment in MATH 113 students must have successfully completed MATH 111 or 119 or two years of high school algebra.
2. Some technical courses may be waived based on prior work/education experience.



SECRETARIAL

SECRETARIAL, COMPUTER INFORMATION SYSTEMS

SECRETARIAL, GENERAL

SECRETARIAL, LEGAL

SECRETARIAL, MEDICAL

Associate in Business Studies Degree

The efficiency of any organization depends in large part upon secretaries, as they are at the center of communications within a firm. Although specific job duties differ among organizations and vary between their departments, their prime responsibility is to record and transmit written and oral information to people both inside and outside the organization. Opportunities for secretarial employment may be found in banking, government, education, entertainment, insurance, retailing and wholesaling, manufacturing, real estate, travel, transportation, etc., businesses and agencies.

Delta College offers the following four specialized secretarial options in addition to the General Office Assistant degree program.

COMPUTER INFORMATION SYSTEMS/SECRETARIAL: This program is designed to provide basic clerical skills in addition to the technical knowledge and skills needed to work with computer personnel and equipment.

GENERAL SECRETARIAL: Students completing this degree program will be trained to handle most basic secretarial duties such as: typing and transcription; office dictation using shorthand, or from a mechanical recorder; filing and records management; operate business machines.

LEGAL SECRETARIAL: This program provides basic secretarial skills in addition to specialized training in legal vocabulary, business law and legal machine transcription.

MEDICAL SECRETARIAL: Students completing this degree program will be trained to know medical terminology and laboratory procedures to be able to process medical forms and insurances, handle correspondence and compile and record medical records, charts and files.

Secretarial students must complete all "Basic Core Program" courses plus courses listed in one of the four specialized secretarial options.

Basic Core Program Requirements (all four options)

	Sem Hrs
FASH 130 Professional Image Development	1
GÉNB 110 Business Computations	3
OSE 140 Introduction to the Automated Office	3
OSE 151 Business Communications I	3
OSE 152 Business Communications II	3
OSE 157 Filing	2
OSE 172 Typewriting II: Intermediate	3
OSE 273 Typewriting III: Advanced	3
SPCH 114 Interpersonal Communications OR	
PSY 101 Applied Psychology	3

Students should discuss with a counselor the best order in which to schedule these courses.

PE Elective Activity	1
PE Elective Activity	1
POLS 103 Introduction to American Government	3
	<u>29</u>

	Sem Hrs
Computer Information Systems/Secretarial Requirements	
ACCT 111 Introductory Accounting I OR	
ACCT 211 Principles of Accounting I	4
CIS 130 Developing Programming Logic	2
CIS 133 Introduction to Computer Information Systems	4
CIS 235 Systems Analysis and Design	3
GENB 153 Introduction to Business	3
OSE 268 General Office Practices	3
----- Non-Business Course Electives	6
----- General or Business Electives	8
	<u>33</u>

General Secretarial Requirements

	Sem Hrs
CIS 133 Introduction to Computer Information Systems	4
GENB 153 Introduction to Business	3
OSE 161 Shorthand I: Beginning	4
OSE 162 Shorthand II: Intermediate	3
OSE 180 Word Processing: Equipment I	2
OSE 263 Shorthand III: Advanced	3
OSE 268 General Office Practices	3
OSE 274 Machine Transcription	2
----- Non-Business Course Electives	3
----- General or Business Electives	6
	<u>33</u>

Additional courses required for the Legal Secretarial and Medical Secretarial programs are listed on the next page.

NOTE: See previous page for additional courses required (listed under Basic Core Program Requirements section) for the following two secretarial programs.

Legal Secretary Requirements	Sem Hrs
GENB 251 Business Law I	3
GENB 252 Business Law II	3
OSE 161 Shorthand: Beginning	4
OSE 162 Shorthand II: Intermediate	3
OSE 263 Shorthand III: Advanced	3
OSE 264 Specialized Legal Shorthand	2
OSE 267 Legal Office Procedures	3
OSE 275 Legal Machine Transcription	2
-----Non-Business Course Electives	3
-----General or Business Electives	<u>7</u>
	33

Medical Secretarial Requirements	Sem Hrs
CIS 133 Introduction to Computer Information Systems	4
OSE 116 Introduction to the Medical Office	2
OSE 175 Machine Calculation	2
OSE 254 Medical Insurances I	3
OSE 255 Medical Insurances II	2
OSE 266 Medical Office Practices	3
OSE 276 Medical Machine Transcription	2
ALDH 114 Integrated Medical Science & Terminology I	6
ALDH 115 Integrated Medical Science & Terminology II	6
-----Non-Business Course Electives	<u>3</u>
	33

NOTATIONS:

1. Placement in typing depends upon student's ability. Students may need to take prerequisite course for OSE 172 or an elective may be substituted upon demonstration of equivalent skills for OSE 172.
2. Electives may be substituted upon demonstration of equivalent shorthand skills for OSE 161 and/or OSE 162.
3. Students are advised to consult with their counselor about typing and shorthand course alternatives, any elective courses and cooperative education opportunities. Waiver applications and/or credit by examination information may also be obtained from a counselor.

Students should discuss with a counselor the best order in which to schedule these courses.



STENOGRAPHIC

STENOGRAPHIC/Certificate

Stenographers take dictation and then transcribe their notes on a typewriter. Most general stenographers will also do other office tasks such as filing, answering telephones and operating some office machines. Among the job opportunities to be found are entry-level positions such as: Receptionist; Transcribing Machine Operator; Stenographer; Secretarial Assistant; Correspondence Clerk.

General Education Courses	Sem Hrs
ENG 107 Grammar: Skills for Success	2
SPCH 114 Interpersonal Communications OR	
PSY 101 Applied Psychology	3
	5

Business Courses	Sem Hrs
GENB 153 Introduction to Business	3
OSE 140 Introduction to the Automated Office	3
OSE 151 Business Communications I	3
OSE 157 Filing	2
OSE 161 Shorthand I: Beginning	4
OSE 162 Shorthand II: Intermediate	3
OSE 171 Typewriting I: Beginning Production OR	
OSE 174 Refresher Typewriting	2
OSE 172 Typewriting II: Intermediate OR	
OSE 273 Typewriting III: Advanced	3
OSE 175 Machine Calculation	2
OSE 263 Shorthand III: Advanced	4
OSE 274 Machine Transcription	2
	31

NOTATION:

Students entering with equivalent skills in typewriting and/or shorthand may waive courses OSE 171 or 174, 161, 162. However, a minimum of 30 credits will be required to complete the certificate. Waiver applications and credit by examination information may be obtained from a counselor.



SURGICAL TECHNOLOGY/Certificate

The primary function of a Surgical Technologist is to provide a safe therapeutically-effective environment for the surgical patient by assisting the surgeon and performing related services in the operating room. Graduates of this certificate program will be trained to: assist the surgeon during the operation and help apply dressings. Students successfully completing this program will be eligible to apply for the National Certifying Examination administered by the Association of Surgical Technologists as the Delta College program exceeds the minimum requirements for accreditation established by the AMA Joint Review Committee-Surgical Technology.

General Education Courses	Sem Hrs
HSC 105 Medical Terminology2
HSC 110 Orientation to the Health Care Industry.....	.2
HSC 140 Basic Medical Emergencies2
ALDH 101 & 102 Allied Health Anatomy & Physiology I & II OR	
BIOL 121 & 122 Principles of Anatomy & Physiology I & II8
BIOL 203 General Microbiology4
PSY 101 Applied Psychology OR	
PSY 211 General Psychology OR	
SOC 211 Principles of Sociology OR	
SOC 275 Sociology of Stress	<u>.3, 4</u>
	21-22

Surgical Technology Courses	Sem Hrs
SURT 107 Pharmacology in the Operating Room2
SURT 110 The Surgical Patient2
SURT 120 Fundamentals of Surgical Technology6
SURT 130 Surgical Anatomy4
SURT 140 Operative Procedures4
SURT 200 Clinical Externship	12
SURT 201 Operating Room Seminar	<u>.3</u>
	33

Fall
only

Winter
only

SURGICAL TECHNOLOGY/Associate in Applied Science Degree

Providing students the option of earning an Associate Degree in Surgical Technology recognizes the increased responsibility, advancement opportunities and rising status of professional practitioners in this rapidly expanding field. **Students must complete all courses listed in the Delta College Surgical Technology Certificate Program (54-55 credits) plus the following additional courses in order to receive the associate degree.**

General Education Courses	Sem Hrs
ENG 111 College Composition I3
ENG 112 College Composition II3
PE Elective Activity1
PE Elective Activity1
POLS 103 Introduction to American Government	<u>.3</u>
	11

NOTATIONS:

1. A maximum of 15 students will be accepted each Fall semester for Surgical Technology courses from the program waiting list. A student will be placed on this waiting list only **after** successfully completing the prerequisite qualifications and submitting the special Surgical Technology application to the college Counseling Center.
2. Prerequisite qualifications are: (a) high school graduate or GED equivalent (b) completion with a C (2.0) minimum grade in **each**, courses HSC 105, 110, 140, ALDH 101 & 102 or BIOL 121 & 122, and BIOL 203 (c) be admitted to Delta College and provide transcripts from high school and all other colleges attended.
3. After notification received for Fall acceptance, a student must have a complete physical examination including a negative TB test.
4. Surgical Technology courses are offered day hours only and must be together in the sequence shown.
5. A student must achieve a minimum C (2.0) grade in each Surgical Technology course to be eligible to continue in the program.
6. In addition to tuition and textbook costs, students must purchase uniforms, clinic shoes, and provide own transportation to clinical settings (plus possible hospital parking charges).

WELDING/Associate in Applied Science Degree

A skilled welder knows the characteristics and properties of steel, aluminum and other commonly used metals. The three primary types of welders are manufacturing, maintenance and construction. Delta's program focuses on maintenance and construction welding training. Maintenance welders must be able to do all types of repair welding under varying conditions such as repairing pipes, catwalks, machines and equipment. The construction welders build buildings, ships, pipe lines, power plants, bridges and other large steel structures.

Welding students must complete all "Basic Core Program" courses plus the seven Skilled Trades welding courses plus the courses listed in either the Welding Trades option or the Welding Technology option.

Basic Core Program Requirements

	Sem Hrs
ENG 111 College Composition I	3
ENG 112 College Composition II OR	
ENG 113 Technical Writing OR	
OSE 151 Business Communications I	3
SPCH 112 Fundamentals of Oral Communication	3
MATH 111 Applied Algebra	4
MATH 113 Applied Trigonometry I	2
PE Elective Activity	1
PE Elective Activity	1
PHYS 101 Applied Physics	5
POLS 103 Introduction to American Government	3
DRAF 120 Beginning Industrial Blueprint Reading	2
DRAF 122 Blueprint Reading for Welders & Fabricators	<u>2</u>
	29

Skilled Trades Welding Courses

	Sem Hrs
S-99300 Introduction to Shielded Metal Arc Welding	3
S-99302 Shielded Metal Arc—Structural & Tank	6
S-99303 Shielded Metal Arc—Pipe	6
S-99306 Gas Tungsten Arc Welding	5
S-99307 Introduction to Fuel Gas Welding & Cutting	3
S-99322 Gas Metal Arc Welding	4
S-99323 SMAW, GMAW, & GTAW Plate/Pipe Qualifying	<u>6</u>
	33

Welding Technology Additional Requirements

	Sem Hrs
PSY 101 Applied Psychology	3
MECT 111 Manufacturing Processes	3
MECT 221 Materials & Metallurgy	3
WELD 114 Welding Power Sources	<u>2</u>
	11

Welding Trades Additional Requirements

	Sem Hrs
IS 110 Industrial Supervision	3
WELD 101 Industrial Piping	3
WELD 106 Pipefitters Handbook	3
WELD 161 Industrial Rigging	<u>2</u>
	11

NOTATIONS:

1. There is a special application to apply for skilled trades welding courses. A waiting period of one or more semesters may exist for these classes. Basic Core program requirements may be taken prior to welding courses.
2. The Welding Technology option is primarily for welders who have an interest in working in manufacturing and maintenance whereas the Welding Trades option is primarily for those wanting to work in the construction trades.



WORD PROCESSING/Associate in Business Studies Degree

Word processors operate magnetic-tape, card, or disc typewriters and consoles to enter, store, and reproduce business documents and to help facilitate the flow of related office work. Information may be submitted as typed copy, handwritten copy, or dictaphone recording. Word processors are employed by many industries and businesses. Manufacturing companies employ word processors in such departments as shipping and receiving and engineering as well as in offices and clerical pools. They are also employed in courts, probation departments, police departments, colleges, law offices, insurance companies, hospitals, utility companies, and banks.

General Education Courses	Sem Hrs
SPCH 114 Interpersonal Communications OR	
PSY 101 Applied Psychology	3
PE Elective Activity	1
PE Elective Activity	1
POLS 103 Introduction to American Government.....	3
-----Non-Business Course Electives	4
-----General or Business Electives	<u>6</u>
	18
Business Courses	Sem Hrs
CIS 133 Introduction to Computer Information Systems	4
FASH 130 Professional Image Development	1
GENB 110 Business Computations	3
GENB 153 Introduction to Business	3
OSE 140 Introduction to the Automated Office.....	3
OSE 151 Business Communications I	3
OSE 152 Business Communications II.....	3
OSE 157 Filing	2
OSE 172 Typewriting II: Intermediate	3
OSE 175 Machine Calculation	2
OSE 178 Typewriting Skillbuilding	2
OSE 180 Word Processing: Equipment I.....	2
OSE 240 Word Processing Management	2
OSE 268 General Office Practices	3
OSE 273 Typewriting III: Advanced	3
OSE 274 Machine Transcription	2
OSE 280 Word Processing: Equipment II	<u>3</u>
	44

NOTATIONS:

1. Placement in typing depends upon student's ability. Students may need to take prerequisite courses for OSE 172.
2. Students are advised to consult with their counselor about typing placement, any elective courses and cooperative education opportunities.



SKILLED TRADES

SKILLED TRADES DEPARTMENT

Location: Main Building, lower level
A52-55

Phone: 686-9437

Office Hours: Fall/Winter Semesters: Monday—Friday 8:00 A.M.—4:30 P.M.

Spring/Summer Semesters:
Monday—Thursday 7:45 A.M.—4:00 P.M.
Friday 7:45 A.M.—3:30 P.M.

Apprenticeship Related Training Programs: Delta College offers required Related Training Programs for apprentices and up-graders in the industrial trades, building trades and maintenance trades from the Tri-County area. Related Training Programs are designed with the cooperation of industry and provide the instruction to strengthen the theoretical knowledge in each trade area. The combination of related instruction and on-the-job experience is essential in order to provide a complete program to train the skilled personnel for the trades. Courses are offered both in the day and evening schedule to accommodate shift assignments. The scheduling and registration for classes is the responsibility of the Skilled Trades Department. Therefore, any inquiry about a particular class should be made directly to the Skilled Trades Department.

Since many company's Related Training Programs are registered with the U.S. Department of Labor, Bureau of Apprenticeship and Training, it is imperative that the registration for these classes be coordinated by the local plant apprenticeship coordinator and the college Skilled Trades Department. All Related Training Programs are subject to change per agreement with the participating employer and Delta College.

Associated Degree Option: Apprentices who so desire may apply their Related Training towards an Associate Degree in Applied Science. In addition to the "Basic Degree Requirements" listed in Section II of this catalog, the following requirements must also be met:

1. Successful completion of all courses listed in a specific Related Training Program (39-45 semester hours).
2. Successful completion of appropriate Supportive Study Elective courses. Supportive Electives are courses taken to fit individual student needs. Prior academic course work may be acceptable. Assistance in selecting electives is available from a Delta College counselor familiar with technical career programs.
3. Receipt of journeyman card or equivalent trade experience.

Pre-Apprenticeship Training: The Delta College academic Mathematics and Technical Divisions both provide courses to prepare students for apprenticeship examinations that are administered by several area industries. The courses may also be appropriate for individuals who desire a survey of the topics listed, but they do not satisfy the requirements of any other mathematics or technical courses. *Students should be aware that Delta has no control or authority with regards to when apprenticeship examinations are given, the content of the examinations, or the selection process used by area industries.* Descriptions for the following two pre-apprenticeship courses are as follows:

MATH 124 Pre-Apprenticeship Math 3 Sem Hrs

Covers mathematical concepts and applications commonly found on pre-apprenticeship examinations. Topics include: arithmetic computations, signed numbers, algebraic substitutions, order of operations, algebraic fractions, linear equations, word problems, geometric principles, and basic trigonometric principles that are used to solve right triangles.

MECT 125 Pre-Apprenticeship Mechanics 3 Sem Hrs

Study of the physical principles as they relate to everyday work experiences. Space visualization, simple machine elements, forces on structures and bodies in motion, heat and electricity.



SKILLED TRADES PROGRAM REQUIREMENTS

CARPENTER (BUILDING TRADES)

RELATED TRAINING PROGRAM

Course No.	Course Title	(15 Week Semester) Weekly Clock Hours
S-98111	Blueprint Reading	3
S-98102	Building Materials	4
S-98103	Framing Square	6
S-98105	Building Site Surveying	6
S-98106	Concrete Slab Work	4
S-99101	Welding I	2
S-98107	Footing & Foundations	4
S-98201	Rough Framing & Outside Finishing	6
S-98204	Inside Finishing and Hardware	6
S-98205	Cabinet Making	6

ELECTRICIAN (INDUSTRIAL)

RELATED TRAINING PROGRAM

Course No.	Course Title	(15 Week Semester) Weekly Clock Hours
S-58111	Applied Electrical Mathematics I	3
S-58112	Applied Electrical Mathematics II	5
S-58113	Applied Electrical Mathematics III	3
S-95111	Conventional Controls	3
S-95101	Basic Electronics	6
S-95102	Industrial Electronics	4
S-95131	AC/DC Machinery	3
S-95121	Advanced Controls I	5
S-95122	Advanced Controls II	4
S-95141	Electrical Shop	3

JOBMING MOLDER RELATED TRAINING PROGRAM

Course No.	Course Title	(15 Week Semester) Weekly Clock Hours
S-58101	Mathematics I	2
S-93101	Combined Sketching and Blueprint Reading	4
S-58102	Mathematics II	4
S-97181	Machine Tool Lab I	2
S-58103	Mathematics III	4
S-79101	Applied Physics	4
S-93111	Drawing II	3
S-97182	Machine Tool Lab II	3
S-97111	Metals	3
S-97115	Foundry I	3
S-97117	Foundry II	3
S-93130	Tool & Die Design	4

MACHINE REPAIR

RELATED TRAINING PROGRAM

Course No.	Course Title	(15 Week Semester) Weekly Clock Hours
S-58101	Mathematics I	2
S-93101	Combined Sketching and Blueprint Reading	4
S-58102	Mathematics II	4
S-97181	Machine Tool Lab I	2
S-58103	Mathematics III	4
S-79101	Applied Physics	4
S-93111	Drawing II	3
S-97182	Machine Tool Lab II	3
S-97111	Metals	3
S-97183	Machinerys Handbook	3
S-97101	Hydraulics and Pneumatics I	3
S-97102	Hydraulics and Pneumatics II	3
S-97161	Rigging	2

MILLWRIGHT**RELATED TRAINING PROGRAM**

Course No.	Course Title	(15 Week Semester)	Weekly Clock Hours
S-58101	Mathematics I.....	2	
S-93101	Combined Sketching and Blueprint Reading.....	4	
S-58102	Mathematics II	4	
S-58103	Mathematics III	4	
S-79101	Applied Physics	4	
S-97151	Power Transmission.....	3	
S-99101	Welding I	2	
S-99111	Welding II	3	
S-97161	Rigging	2	
S-97101	Hydraulics and Pneumatics I	3	
S-97171	Sheetmetal I	2	
S-97172	Sheetmetal II	3	
S-97102 OR	Hydraulics and Pneumatics II	3	
S-98101	Industrial Millwright Procedures.....	3	

PATTERN MAKER**RELATED TRAINING PROGRAM (Option 1)**

Course No.	Course Title	(15 Week Semester)	Weekly Clock Hours
S-58101	Mathematics I.....	2	
S-93101	Combined Sketching and Blueprint Reading.....	4	
S-58102	Mathematics II	4	
S-97181	Machine Tool Lab I.....	2	
S-58103	Mathematics III	4	
S-79101	Applied Physics	4	
S-93111	Drawing II	3	
S-97182	Machine Tool Lab II	3	
S-97111	Metals	3	
S-97183	Machineries Handbook	3	
S-93121	Descriptive Geometry	3	
S-93131	Pattern Design I	4	

PATTERN MAKER**RELATED TRAINING PROGRAM (Option 2)**

Course No.	Course Title	(15 Week Semester)	Weekly Clock Hours
S-58101	Mathematics I.....	2	
S-93101	Combined Sketching and Blueprint Reading.....	4	
S-58102	Mathematics II	4	
S-97181	Machine Tool Lab I	2	
S-58103	Mathematics III	4	
S-79101	Applied Physics	4	
S-93111	Drawing II	3	
S-97182	Machine Tool Lab II	3	
S-97211	Numerical Controls	3	
S-97183	Machineries Handbook	3	
S-93121	Descriptive Geometry	3	
S-93131	Pattern Design I	4	
S-97116	Foundry I	4	
S-93132	Pattern Design II	3	

PIPEFITTER (INDUSTRIAL MAINTENANCE)**RELATED TRAINING PROGRAM**

Course No.	Course Title	(15 Week Semester)	Weekly Clock Hours
S-58101	Mathematics I.....	2	
S-93101	Combined Sketching and Blueprint Reading.....	4	
S-58102	Mathematics II	4	
S-58103	Mathematics III	4	
S-79101	Applied Physics	4	
S-94101	Industrial Piping	4	
S-99101	Welding I	2	
S-94106	Pipefitters Handbook	3	
S-94121	Heating and Air Conditioning	3	
S-97101	Hydraulics and Pneumatics I	3	
S-97102	Hydraulics and Pneumatics II	3	
S-93141	Pipe and Tube Isometrics	3	

PLUMBER-PIPEFITTER
RELATED TRAINING PROGRAM

Course No.	Course Title	(15 Week Semester) Weekly Clock Hours
S-58101	Mathematics I	2
S-93101	Combined Sketching and Blueprint Reading	4
S-58102	Mathematics II	4
S-97171	Sheetmetal I	2
S-58103	Mathematics III	4
S-79101	Applied Physics	4
S-99101	Welding I	2
S-94101	Industrial Piping	4
S-99111	Welding II	3
S-94106	Pipefitters Handbook	3
S-94121	Heating and Air Conditioning	3
S-97101	Hydraulics and Pneumatics I	3

STATIONARY BOILER ENGINEERING
RELATED TRAINING PROGRAM

Course No.	Course Title	(15 Week Semester) Weekly Clock Hours
S-58101	Mathematics I	2
S-93101	Combined Sketching and Blueprint Reading	4
S-58102	Mathematics II	4
S-94111	Stationary Boiler Engineering I	2
S-58103	Mathematics III	4
S-94112	Stationary Boiler Engineering II	3
S-97161	Rigging	2
S-94113	Stationary Boiler Engineering III	3
S-94114	Stationary Boiler Engineering IV	2
S-99101	Welding I	2
S-99111	Welding II	3
S-94121	Heating and Air Conditioning	3
S-93141	Pipe and Tube Isometrics	3
S-94106	Pipefitters Handbook	3

TINSMITH
RELATED TRAINING PROGRAM (Option 2)

Course No.	Course Title	(15 Week Semester) Weekly Clock Hours
S-58101	Mathematics I	2
S-93101	Combined Sketching and Blueprint Reading	4
S-58102	Mathematics II	4
S-58103	Mathematics III	4
S-79101	Applied Physics	4
S-97171	Sheetmetal I	2
S-99101	Welding I	2
S-97172	Sheetmetal II	3
S-99111	Welding II	3
S-94122	Fundamentals of Ventilation Systems	3
S-97161	Rigging	2
S-93121	Descriptive Geometry	3
S-97173	Sheetmetal III	3

TOOL AND DIE
RELATED TRAINING PROGRAM (Option 1)

Course No.	Course Title	(15 Week Semester) Weekly Clock Hours
S-58101	Mathematics I	2
S-93101	Combined Sketching and Blueprint Reading	4
S-58102	Mathematics II	4
S-97181	Machine Tool Lab I	2
S-58103	Mathematics III	4
S-79101	Applied Physics	4
S-93111	Drawing II	3
S-97182	Machine Tool Lab II	3
S-97111	Metals	3
S-97183	Machinerys Handbook	3
S-97101	Hydraulics and Pneumatics I	3
S-93130	Tool & Die Design	4

TOOL AND DIE

RELATED TRAINING PROGRAM (Option 2)

Course No.	Course Title	(15 Week Semester) Weekly Clock Hours
S-58101	Mathematics I.....	2
S-93101	Combined Sketching and Blueprint Reading.....	4
S-58102	Mathematics II	4
S-97182	Machine Tool Lab II	3
S-58103	Mathematics III	4
S-97101	Applied Physics	4
S-93111	Drawing II	3
S-97101	Hydraulics and Pneumatics I	3
S-97111	Metals	3
S-97183	Machinerys Handbook	3
S-97191	Machine Controls I	3
S-93130	Tool & Die Design.....	4
S-97192	Machine Controls II	3
S-97211	Numerical Controls I	3

TOOL MACHINIST

RELATED TRAINING PROGRAM

Course No.	Course Title	(15 Week Semester) Weekly Clock Hours
S-58101	Mathematics I.....	2
S-93101	Combined Sketching and Blueprint Reading	4
S-58102	Mathematics II	4
S-97182	Machine Tool Lab II	3
S-58103	Mathematics III	4
S-79101	Applied Physics	4
S-93111	Drawing II	3
S-97101	Hydraulics and Pneumatics I	3
S-97161	Rigging	2
S-97183	Machinerys Handbook	3
S-97191	Machine Controls I	3
S-97211	Numerical Controls I	3
S-97192	Machine Controls II	3
S-93130	Tool & Die Design.....	4
S-97111 OR S-99111	Metals	3
	Welding II	3

WELDING PROGRAMS

Delta College offers two programs for individuals seeking the necessary training to enter the job market as a welder and one program for welders who want to upgrade their welding skills. All welding instruction is given at Delta's Industry Education Center located at 2208 James Savage Road in Midland, Michigan. Additional questions concerning the Welding programs may be directed to the Industry Education Center (496-3368 — Midland), the Skilled Trades Department (686-9437), or the College Counseling Center (686-9330). In addition to tuition, special program fees ranging from approximately \$690 to \$1580 are charged.

HIGH PRESSURE ARC WELDING CERTIFICATE PROGRAM

This program is designed to provide instruction to individuals to weld using coated electrodes and to use the oxy-fuel cutting system in preparation for welding. The student should be able to meet American Society for Mechanical Engineers and American Welding Society welding test requirements for pressure vessels, and structural steel welding, upon completion of the program. **This program is offered evening hours only.**

Course No.	Course Title	Sem Hours
S-99300	Introduction to Shielded Metal Arc Welding.....	3
S-99302	Shielded Metal Arc—Structural & Tank	6
S-99307	Fuel Gas Welding & Cutting	3
S-99320	Gas Metal Arc—Plate	2
S-99324	Shielded Metal Arc—Qualifying/Plate	2
		16

WELDING SPECIALIST CERTIFICATE PROGRAM

This program is designed to equip the student with the skills to perform all the manual welding processes. Along with the theory associated with welding, the individual should gain proficiency in all the gas, shielded metal arc, gas metal arc, and gas tungsten metal arc welding processes. **This program is offered day hours only.**

Course No.	Course Title	Sem Hours
S-99300	Introduction to Shielded Metal Arc Welding.....	3
S-99302	Shielded Metal Arc—Structural & Tank	6
S-99303	Shielded Metal Arc—Pipe	6
S-99306	Gas Tungsten Arc Welding	5
S-99307	Introduction to Fuel Gas Welding & Cutting	3
S-99322	Gas Metal Arc Welding	4
S-99323	SMAW, GMAW, & GTAW Plate/Pipe Qualifying	6
		33

PIPE SPECIALIST WELDING CERTIFICATE PROGRAM

This program is designed primarily for those individuals who have previously completed the High Pressure Arc Welding program and desire advanced training in pipe, gas tungsten and gas metal arc welding. The program is also open to individuals with previous welding experience who can pass an ASME certification test using the Shielded Metal Arc Welding process on plate. **This program is offered evening hours only.**

Course No.	Course Title	Sem Hours
S-99303	Shielded Metal Arc—Pipe	6
S-99306	Gas Tungsten Arc Welding	5
S-99321	Gas Metal Arc—Pipe	2
S-99325	Shielded Metal Arc—Pipe Qualifying	2
S-99326	GMAW/GTAW Pipe Qualifying	2
		17

Included in the 225 clock hours of instruction is approximately 40 hours of Shielded Metal Arc Welding, Gas Metal Arc Welding, and Gas Tungsten Arc Welding pipe qualification testing.

NOTATIONS:

1. Due to the limited capacity of the college welding facility, enrollment in these programs is limited. A waiting list for enrollment is maintained by personnel of the Delta College Industry Education Center. For program details and waiting list application form, students should contact this center.
2. All welding courses are Skilled Trades courses and registration is coordinated through Delta's Skilled Trades Office.



ACADEMIC COURSES

COURSE DESCRIPTIONS

1. BRIEF COURSE DESCRIPTIONS ARE PROVIDED IN A PUBLICATION SEPARATE FROM THIS CATALOG. THAT PUBLICATION IS UPDATED AND PRINTED ANNUALLY (EACH SPRING). Students should read this material carefully to be sure they are qualified to take the course and that the course content meets their needs and interests. Students wanting additional information may contact the chairperson of the division which offers the course or the course instructor.
2. Teachers often give supplemental course information (i.e. class outline, syllabus, tasks and competencies, etc.), during the first week of classes so students will know specific course procedures, grading criteria and course objectives. Circumstances such as illness, inclement weather, class composition and size or the introduction of timely material may necessitate some adjustments. The college recognizes the right of the faculty member to exercise professional judgment in making such adjustments.

COURSE ACCEPTANCE/APPROPRIATENESS

1. Numbers and titles of all required courses for each of the Delta College occupational certificate and associate degree programs are listed in this catalog. Individual curricula guidesheets are also available in the Counseling Center.
2. Courses acceptable within the Humanities, Social Science, Science Group Requirements for the Associate in Arts or Science Degrees are listed in Section II of this catalog.
3. Transferability of courses to other colleges is dependent upon applicability to a specific transfer program and the grade earned. Courses that parallel those offered by another college are generally accepted if a C (2.0) grade minimum is earned. Students are advised to consult with a Delta College counselor about transfer college acceptance of specific courses as well as check the individual transfer curricula guidesheets available in the Counseling Center.

HOME STUDY COURSES

The "Home Study Course" option is an alternative to the structural classroom approach. Under this program the student and the instructor make arrangements for the work to be covered and procedures to be followed. Most of the instructional activity is carried on through mail-in and return materials. There may also be frequent telephone contacts between students and instructor along with some individual or small group discussion meetings within the semester. Similar course topics are covered as in the regular classroom setting.

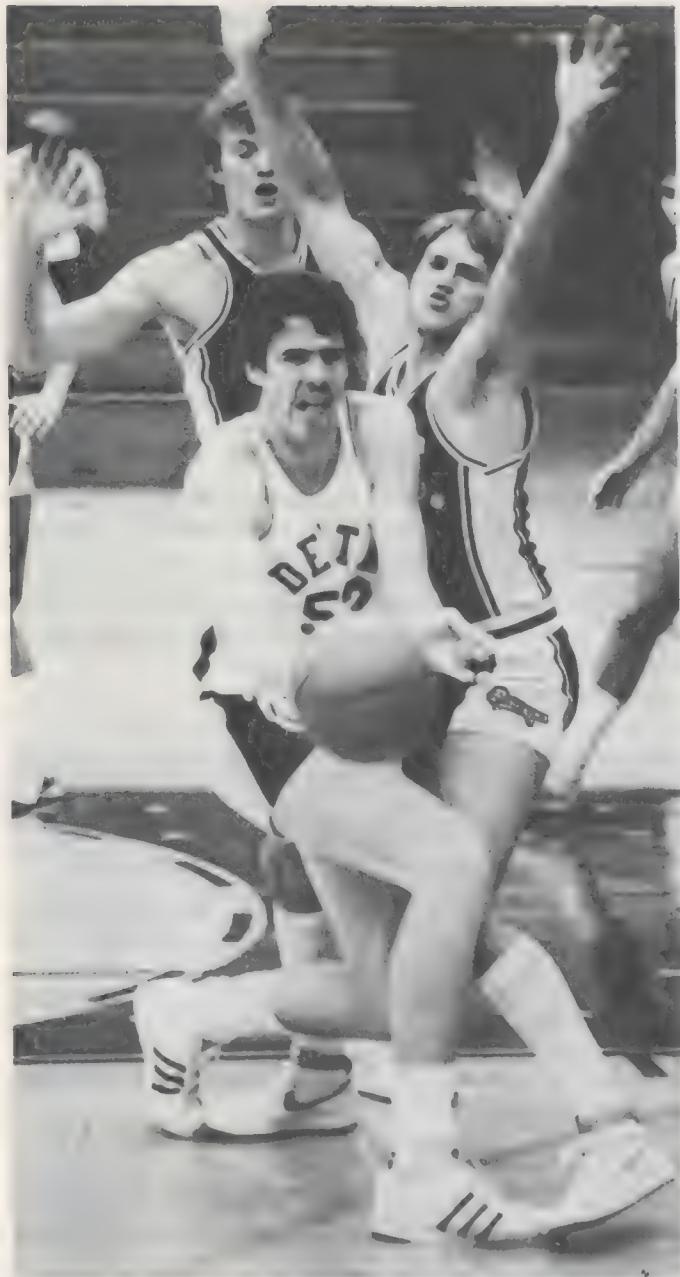
At the present time "Home Study Courses" are offered in Accounting, English, Sociology, Political Science, and Industrial Drafting. Such courses can be enrolled in throughout the year, and there is a one-year completion time limit. Information about these courses is available at the Registration Center.

DELTA COLLEGE RESERVES THE RIGHT TO ALTER, ADD OR DELETE BEFORE EXPIRATION OF THIS CATALOG, COURSE NUMBERS, TITLES, CREDIT HOURS, LECTURE AND/OR LAB HOURS, AND DESCRIPTIONS, AS WELL AS CHANGE WHEN COURSES ARE OFFERED.

NON-ACADEMIC CREDIT (service credit) COURSES OFFERED BY THE COMMUNITY EDUCATION DIVISION ARE DESCRIBED IN THEIR "CLASS SCHEDULE BOOKLET" WHICH IS PUBLISHED PRIOR TO THE BEGINNING OF EACH SEMESTER.

INDEPENDENT STUDY COURSE INFORMATION

1. "Independent Study" refers to enrollment in an appropriately designated, variable-credit course for a specific plan of study, authorized and supervised by a consenting faculty member. Independent Study is not a substitute for regular courses, but an enrichment opportunity. Normally, it is a project designed to allow students to investigate an area of interest not within the scope of a regular course, to probe more in depth than is possible in a regular course, or to obtain an educational experience outside that normally offered by a regular course.
2. Guidelines for an Independent Study Course are:
 - a. Proposals for Independent Study: The Independent Study project is normally student-initiated. Early interaction with faculty is essential in the development of a mutually-acceptable project description. At a minimum, such a description should contain an outline of the study topic, specification of the work to be done and the materials to be read, the credit to be given, the type and frequency of faculty-student contacts, and a statement of the evaluative criteria to be used by the faculty member.
 - b. Approval Process: The faculty member must accept and approve the project, and then submit the agreed-upon proposal on the appropriate form to the department chairperson for approval. The granting of approval by the department chairperson may involve considerations, such as faculty workload, which go beyond the merits of the project. If the chairperson approves, he/she then submits information copies of the form to the associate dean and the Registrar. The Registrar will accept registrations for the project when the authorization form is received.
 - c. Faculty Responsibility: Independent Study is basically a tutorial process, necessarily involving substantial faculty participation.
 - d. Student Responsibility: A student is on his/her own when pursuing an Independent Study in that it involves no class meetings or formal lectures, but the faculty member is the responsible custodian of the project, obliged to provide guidance, assistance, criticism, suggestion, and evaluation.
 - e. Variable Credit: With faculty approval, credit may vary from one to six credits.



COURSE SUBJECT AREAS

Abbreviation: Subject area abbreviation that appears on students' grade report and official transcript.

ABBREVIATION	SUBJECT AREA	ABBREVIATION	SUBJECT AREA
ACCT	Accounting	IHUM	Interdisciplinary Humanities
ALDH	Allied Health	INTD	Interior Design
AIB	American Institute Banking	LABO	Labor Relations
ARCH	Architectural Technology	LAWE	Law Enforcement
ART	Art	LIBS	Library Science
AUTT	Automotive Service	MS	Machine Tool Operations
AVIA	Aviation	MATH	Mathematics
BIOL	Biology	MECT	Mechanical Technology
CHEM	Chemistry	MEDA	Medical Assistant
CHIL	Child Development	MUS	Music
CIS	Computer Information Systems	NURS	Nursing
CPS	Computer Science	OSE	Office Systems Education
CED	Cooperative Education	PHIL	Philosophy
DENA	Dental Assisting	PHOT	Photography
DH	Dental Hygiene	PE	Physical Education Activity
DEVD	Developmental Disabilities	PETH	Physical Education & Health Education Theory
DRAF	Drafting	PSCI	Physical Science
ECON	Economics	PTA	Physical Therapist Assistant
EDUC	Education	PHYS	Physics
ELCT	Electronic Engineering Technology	POLS	Political Science
EMT	Emergency Medical Technician	PSY	Psychology
ENRG	Energy	RTV	Radio-Television
ENG	English	RADG	Radiography
FASF	Fashion and Fabrics	RHAC	Refrigeration, Heating & Air Conditioning
FASH	Fashion Merchandising	RC	Residential Construction
FR	French	RT	Respiratory Therapy
GENB	General Business	RUS	Russian
GEOG	Geography	SOC	Sociology
GEOL	Geology	SPAN	Spanish
GE	German	SPCH	Speech/Oral Communications
GERO	Gerontology	SUBA	Substance Abuse
HSC	Health Science	SURT	Surgical Technology
HIST	History	WELD	Welding
IS	Industrial Supervision		

SECTION IV

COMMUNITY SERVICE PROGRAMS and COURSES



General Information

Community Service Areas

Allied Health

Business Relations

Conference Development

Contract Programs

Home & Family Living

Human Development Center

Law Enforcement/Criminal Justice

Training Center

Liberal Arts

Older Population Program

Vocational/Technical

Telecourse

Detailed schedule is published prior to the beginning of each semester and available in the Office of Community Services.

GENERAL INFORMATION

Community Service: Main Building, E-Bay
Between D & E Wings
Phone: 686-9423

Hours: Monday-Thursday 8:00 AM - 8:00 PM
Friday 8:00 AM - 4:30 PM

Office of Community Affairs: West Concourse
Phone: 686-9414

Delta College Office of Community Affairs serves the needs of the community which are not met by academic courses, certificate or associate degree programs. Program opportunities are primarily designed for adults. Individuals needing skill refreshing or job upgrading or wanting to test themselves in a new skill area or wanting to improve their life or wanting to pursue some creative or avocational interests should become familiar with the variety of occupational training and/or personal enrichment courses and programs.

CREDIT

Credits earned in courses, including those which may be part of a series, are not intended to be applicable toward a Delta College Academic Certificate or Associate Degree nor designed to transfer to another college. Some courses are double-listed with Academic numbers and may be used for a degree program. An accumulative record of courses completed will be maintained as a matter of service for each individual and will be available (\$1.00 per copy) upon request from the Delta College Registrar's Office.

EXPLANATION OF TUITION AND FEES

Most courses are subject to the standard registration fee and tuition rates annually established by the Board of Trustees. However, there may be special situations in which a fee is added to the student costs; lab fees, consumable supplies, and special course fees. The State of Michigan has directed that some "avocational leisure-time, or hobby" courses are not eligible for state reimbursement. In those cases, a special \$5 per credit hour fee will be assessed to insure that student payments are sufficient to pay for all of the direct costs of a class. Course schedules and brochures published throughout the year contain information about costs for each specific course. Information about registration, college policies and the college tuition refund policy is contained in Section II of this catalog.

PROGRAM MANAGEMENT CENTER (PMC)

The P.M.C. is the implementation and operational area of Community Affairs. Questions about schedules, rooms, or general information about programs may be obtained in P.M.C., located in E-Bay.

PROGRAM AREAS

The ten major program areas and their primary responsibilities and functions are:

1. **Allied Health:** responsible for the development, implementation and coordination of courses and programs in the allied health field. Emphasis is placed on new and emerging health occupations and on providing in-service and up-grading programs for health related personnel.
2. **Business Relations:** responsible for providing business oriented courses and programs to give persons the opportunity to acquire or improve skills and knowledge in many business fields.
3. **Conference Development and Contract Programs:** through consultation and planning, very specific programs may be developed to meet requirements and needs of community organizations. Groups included specifically in business, health care, industry, the professional services, government, church and community organizations are invited to contact us regarding educational opportunities to meet special needs. Contract programs offer the individual company or business an opportunity to structure a program to meet their specific training needs, such as specialized training programs for employees, for improving performance, for those whose jobs have become obsolete, or for employment of potential new employees. Among these are included programs for training of minorities, the disadvantaged, and handicapped individuals.
4. **Home and Family Living:** responsible for the development, implementation and coordination of courses designed for personal, home and family life roles and management as well as occupational preparation.
5. **Human Development Center:** responsible for providing courses and programs that assist people as they move through adult life stages of establishing careers; initiating, maintaining and changing interpersonal relationships; and reexamining life and work goals.
6. **Law Enforcement:** regional training center for State of Michigan, responsible for the development, implementation, and coordination of both pre-service and in-service police training. Includes basic training, advanced and specialized training.
7. **Liberal Arts:** responsible for providing courses for adults to continue their development as individuals and as citizens, including their general education, their intellectual growth, their aesthetic enjoyment and creative activity, their increased understanding of changing personal relationships, and their use of recreational and leisure time.
8. **Older Population Programs:** The Office of Aging and Retirement is dedicated to developing and providing educational programs and services for the older population.
9. **Vocational/Technical:** responsible for providing courses or programs for individuals and industry in the community service area having specific technical/vocational/industrial training needs.
10. **Telecourse:** The Office of Telelearning provides for the development, promotion, management and evaluation of Telecourse and Telelearning activities at the college.

COMMUNITY AFFAIRS PROGRAM AREAS

SHORT OCCUPATIONAL TRAINING

ALLIED HEALTH

Continuing Education

Dental Auxiliary
Medical Assistants
Nursing Home Administrators
Pharmacists
Mental Health Counselors

EEG Technician Assistant

EEG Applied Techniques
Advanced EEG (EEG Technician)
EEG Assistant-Basic Electroencephalogram

EKG Technician Assistant

EKG Assistant-Basic Electrocardiogram

Medical Assistant

Examination Room Techniques
Laboratory Tests, Orientation & Procedures
Medical Insurances I
Medical Insurances II
Medical Office Procedures, Basic
Medical Terminology
Medical Transcription Skills
You and Your Laboratory Tests — Learn the Why & How of Lab Tests

Medical Assistant — Osteopathic

Anatomy and Physiology — Osteopathic
Medical Office Management — Osteopathic
Medical Terminology — Osteopathic
X-Ray & Lab Procedures — Osteopathic

Medical Housekeeping Assistant

Medical Maintenance Assistant

Nursing Assistant
Nursing Assistant Training

Physical Disabilities — Blind Assistance

Sighted Guide — Basic

Physical Disabilities — Deaf Assistance

Manual Communication — Basic

Respiratory Therapy Continuing Education

Respiratory Care Technique I, Basic
Respiratory Care Technique II

R.N. and L.P.N. Continuing Education

L.P.N. Basic Pharmacology
Nursing Care of the High Risk Newborn
Nursing Care of the Substance Abuser
Nursing Leadership Advanced Management II
Nursing Leadership & Training

Ward Clerk

Ward Clerk Training

BUSINESS RELATIONS

Accounting and Financing

Accounting for Non-Accountants
Accounting for Adult Foster Care Contract Homes, AIS Homes, & Day Care Facilities
Applied Accounting I
Applied Accounting II
Business Mathematics
Stock Market Investment Strategy
Strategies of Personal Financial Management — An Introduction

Assessment Administration

Assessment Administration Level I
Assessment Administration Level II

Computers

Assembler Programming for 6502 Micro-computers
Electronic Data Processing — Auditing
Microcomputer Operating Systems
Microcomputers & the Small Business
Selecting a Small Business Computer

General

Accounting for Non-Accountants
Income Tax Preparation (H & R Block Program)
Law and the Layman
Wills and Estate Planning for Seniors
Law and the Layman for Seniors
Effective Speaking
Advanced Effective Speaking
Communication Principles
Personal Relations
The Business of Writing
Speed Reading Business
Pre-Retirement Planning
Assessment Administration Level I
Assessment Administration Level II

Insurance

CLU Part I Individual Life and Health Insurance –
(Per American College Life Underwriters)
CLU Part II Life Insurance Law and Comp. Operations
CLU Part III Group Insurance and Social Insurance
CLU Part IV Pension Planning
CLU Part V Income Tax
CLU Part VI Investments and Family Financial Management
CLU Part VII Accounting and Finance
CLU Part VIII Economics
CLU Part IX Business Insurance
CLU Part X Estate Planning and Taxation
CLU Advanced Estate Planning
CLU Advanced Pensions
CLU Wealth Accumulation Planning
IIA Insurance 21
IIA Insurance 22
IIA Insurance 23
IIA Adjust 31
IIA Adjust 32
IIA Adjustment 35
IIA Adjustment 36
IIA RM54
IIA Life Ins-Anu
CPCU I Insurance Principles and Practices
CPCU II Analysis of Insurance Functions
CPCU IV Insurance & Business Law
CPCU Principles of Risk Management and Insurance

CPCU 5 Insurance Company Operations
Basic Insurance Law
Principles of Insurance
Insurance and Risk Management
Accredited Adviser in Insurance

Investment

Stock Market Investment Strategy
Advanced Stock Market Trends

Management

Initiating Your Business
Evaluating Your Business
Office and Personal Management I
Office and Personal Management II
Effective Business Management
Effective Business Management II
Management Seminar
Retail Management
Supervisory Management
Basic Communications
Business Communications
Marketing: A Framework for Analysis
Office Management
Conducting Business Meetings
Fundamentals of Sales
Psychology for the Supervisor
Management Skills Seminar for Women
Advanced Psychology for the Supervisor
Financial Analysis and Forecasting
Bookkeeping and Taxation for the Small Business
Legal Considerations for Small Business

Real Estate

Fundamentals of Real Estate
Real Estate I (GRI)
Real Estate II (GRI)
Real Estate Appraisal (GRI)
Real Estate Investment (GRI)
Real Estate Law (GRI)
Salesperson Review Seminar (GRI)
Brokers Review Seminar (GRI)

Secretarial

Applied Accounting I
Applied Accounting II
Basic Accounting
Credit Union Accounting I
Business Machines
CPS Economics and Management — (per Professional Secretaries Int.)
CPS Behavior Science
CPS Financial Analysis and the Mathematics of Business
CPS Communications and Decision Making (In-Basket)
CPS Business and Public Policy
CPS Office Procedures
Vocational Office Training
ABC Stenoscript Shorthand
ABC Stenoscript Shorthand Speedbuilding
Business Letters
Filing and Information Retrieval
Typing, Refresher
Shorthand Speedbuilding
Refresher Gregg Shorthand
Beginning Typing
Advanced Typing
Data Processing Terminal Skill Building
Introduction to Office Procedures
Business Math
Business Law

Taxes

Income Tax Preparation

**HOME AND FAMILY LIVING**

Adult Foster Care (AFC)
AFC in Michigan
AFC — The Aging Process
AFC — Mental Retardation
AFC — Mental Illness
AFC — Programming
AFC — Programming for Mentally Retarded Residents
AFC — Programming for Aging Residents
AFC — Activity Programming
AFC — Health Care, Growth and Development
AFC — Health Care - Nutrition
AFC — Health Care - Incidents and Accidents
AFC — Legal Issues for the Caregiver
AFC — Dealing with Death and Dying

Child Development Associate (C.D.A.)

CDA Introduction
CDA Preassessment
CDA — Introduction to Early Childhood Programming
CDA — Families in American Culture
CDA — Early Childhood Programming
CDA — Introduction to Growth and Development of Young Children
CDA — Interaction with Young Children
CDA — Growth and Development of Young Children
CDA — Practicum for Early Childhood

Crafts — Small Business Training

Quilting I
Quilting II
Macrame I
Macrame II
Stained Glass Art I: Leaded Carne
Stained Glass Art II: Copper Foil
Copper Foil Techniques: Stained Glass
China Painting
Needlepoint I
Needlepoint II

Day Care Training

Growth and Development
Early Childhod Programming
Parent, Staff, and Community Communication

Bridal Program

Sewing—Bridal Gown
Bakery Design—Bridal Cake
Wedding—Candle, Rice Roses,
Etched Champagne Glasses
Floral Design—
Silk Bridal Bouquets

Porcelain Art: Dolls
Porcelain Art: Flowers
Porcelain Art: Fruit
Porcelain Art: Holiday
Hand Weaving
Wheat Weaving
Turning Your Craft Into
a Business

Floral Design

Floral Design Training — Introduction
Floral Design Training I
Floral Design Training II

Floral Design: Silk Flowers
Floral Design: Terrarium
Floral Design: Strawflowers

Food Service: Baker Design Training

Bakery Design Training I
Bakery Design Training II

Foster Parent Training (FPT)

FPT — Basic Issues in Foster Parenting
FPT — Emotional Development
FPT — All Under One Roof
FPT — Legal Aspects of Fostering
FPT — Fostering the Teenager
FPT — Handling Lying, Dishonesty, and Destructive Behavior
FPT — Fostering the Battered and Abused Child
FPT — Fostering the Infant
FPT — Fostering the Physically Handicapped
FPT — Guiding the Sexual Development of the Foster Child
FPT — Fostering the Mentally Retarded
FPT — The Emotionally Disturbed Child I
Outreach Assistant Training

Restaurant Management

Introduction to Restaurant Management
Restaurant Management Problem Solving
Restaurant Management Employee Relations
Fundamentals of Restaurant Management
Training for Bartending
Wine and Wine Service
Advanced Wine Tasting
Food Service Sanitation
Food Service: Microwave Cooking

Upholstery and Furniture Refinishing

Upholstery Clinic — Beginning
Upholstery — Continuing
Furniture Refinishing Skills

HOME AND FAMILY LIVING CONT.**Short Term Occupational Training Programs**

Travel Agent Training Program
Nanny Training Program
Bartending—Intensive Training Program
Bartending Training
Waiter/Waitress Training Program
Bakery Design I
Bakery Design II
Home Cleaning and Management Business
Establishing a Catering Business
Catering Specialized Affairs
Children's Modeling Course
Finishing Course—Preteen
Finishing Course—Women 30 and Over
Professional Male Modeling Course
Basic Modeling Course—Female
Advanced Modeling Course—Female
Fast Food/Family Dining Management

Computers

Computers for Home Use
Computers for the Home—Clearing Up the Mysteries
Computers for the Home—Utilizing Your Apple System
Computers for the Home—Utilizing Your Commodore System
Computers for the Home—Utilizing Your Texas Instruments System

LAW ENFORCEMENT/CRIMINAL JUSTICE TRAINING

Advanced Criminal Investigation School*
Aircraft Disaster

Basic Police Training*

Basic Training for Reserve and Auxiliary Police*
Basic Police Training Reserves Part I
Basic Police Training Reserves Part II
Basic Police Training Reserves Part III
Basic Police Training Reserves Part IV
Basic Police Training Reserves Part V

Criminalistics*

Lamb Method of Baton Training*
Michigan Traffic Radar Operator Training*
National Polygraph Workshop
Survival Training*

*Approved by Michigan Law Enforcement Training Council,
Region VII.

VOCATIONAL/TECHNICAL

Air Conditioning, Refrigeration, Heating, and Plumbing

Air Conditioning/Refrigeration I — Fundamentals
Air Conditioning/Refrigeration II — Domestic & Commercial
Air Conditioning/Refrigeration II — Domestic & Commercial
Air Conditioning/Refrigeration III — Domestic & Commercial
Air Movement — Ventilation
Air Movement — Ind. Hygiene
Basic Home Plumbing Service
Plumbing Theory I
Plumbing Theory II
Plumbing Theory III
Plumbing Theory IV
Plumber's BOAC Code
Basic Heating I, II, III
Oil Burner Workshop
Oil Burner Seminar
Boiler Operations — Basic
Stationary Boiler Firemen I (Boiler Design and Construction)
Stationary Boiler Firemen II (Boiler Operation)
Stationary Boiler Firemen III (Boiler Auxiliaries)
Stationary Boiler Firemen IV (Power Plant Engineering)

Auto Tech / Power Mechanics

Mechanical Power Transmissions
Introductory Pneumatics
Small Engine Assembly
Operation and Maintenance of Four Wheel Drive Vehicles
Recreation Vehicles Selection and Use
Bicycle Repair
Diesel Mechanics
Auto Service Skills — Basic
Auto Tuneup — Basic
Automobile Electricity
Small Engine 2 Cycle
Small Engine Repair
Oscilloscope — Automobile
Small Engines — Outboard Motors
Motorcycle Tuneup Workshop
Automobile Engine Tuneup
Brake System Repair
Fundamentals of Carburetor
Cooling System — Automobile
Basic Automatic Transmission
Automatic Transmission, Turbo
Automobile Mechanic In-Service Training

Under the guidelines of National Institute for Automotive Service Excellence:

Snowmobile Engine Workshop
Advanced Snowmobile Engine Repair
Michigan Pretest National Institute of Auto Service Excellence
Michigan NIASE Front End
Michigan NIASE Brakes
Michigan NIASE Engine Repair
Michigan NIASE Engine Tuneup
Michigan NIASE Automatic Transmission
Michigan NIASE Manual Transmission
Michigan NIASE Electrical Systems
Michigan NIASE Heating and Air Conditioning

Building Trades — Wood Technology

Residential Construction — Planning and Building
Building I
Building II
Building III
Building IV
Mathematics for Carpenters
Remodeling Your Home
Construction Safety — OSHA
Builder's Law
Basic Mathematics
Blueprint Reading I
Blueprint Reading II
Construction Blueprint Reading III
Wood Burning Stoves
Construction Electricity I Apprenticeship
Construction Electricity II Apprenticeship
Building Cost Estimate
Basic Architectural Design
Architectural Design Refresher
Construction Mathematics and Blueprint Reading
Basic Woodworking
Cabinet Making I & II
Basic Machine Woodworking
Woodworking — Hand Tools
Woodcarving — Basic
Basic Furniture Making
Custom Furniture Making
Custom Furniture Making
Wood Technology — Toy Making

Electricity / Electronics

Electric Wiring
Applied Electronics Math
Electricity I— Applied
Electricity II— Advanced Applied
National Electric Code — Residential
National Electric Code — Commercial
National Electric Code — Industrial
Electrical Blueprints — Schematics
Small Appliance Repair
Major Electrical Appliance Service
Electronics I
Electronics II
Electrical Controls — Refrigeration
Electronic Test Equipment
Introduction to Electronics
Electronic Service Training Program
Amateur Radio I & II
Stereo Workshop
Fundamentals of Transistors
First Class Radio Telephone
Audio for Audio People
F.C.C. Commercial Radio-Telephone License
Check your TV

Landscaping — Horticulture

Ornamental Plant Identification
Landscape Design (Residential)
Advanced Landscape Design
Landscape Maintenance
Turf and Lawn Management
Home Landscaping
Plant Diseases, Insects and Their Control
Common Pests of Michigan Home and Garden

Industrial

Basic Millworking Entry Level Skills
Maintenance of Public and Private Buildings
Engineering Refresher "A" & "B"
Basic Machine Tool Operations
Machine Shop Operations — I & II
Machine Tool Operations — I & II
Materials and Metallurgy
Advanced Machine Tool
Metric System

Pre-Apprentice Training
Industrial Pre-Apprentice Training
General Industrial Drafting
Introduction to Technical Illustration
Blueprint Reading I (Mechanical)
Blueprint Reading II (Mechanical)
Blueprint Reading — Industrial
Product Assembler Blueprint Reading
Machine Shop Mathematics
Industrial Quality Control
Industrial Pre-Supervision
Industrial Safety
Technical Communication
Silicone Technology
Pre-Employment Training Program
Industrial Welding
Mechanical Repair I
Mechanical Repair II
Mechanical Repair II
Industrial Electrician
Energy Conservation — Industrial
Hydraulics

Pet Science

Pet Science, Introduction — Dog & Cat
Pet Science, Level II — Dog & Cat



PERSONAL DEVELOPMENT

ALLIED HEALTH

Dental and Dental Auxiliary Continuing Education

- Clinical Expanded Functions for Dental Auxiliary
- Dental Office Procedures
- Dental Radiology
- Drug Use and Abuse in Dentistry
- Emergency Training in the Dental Office
- First Aide in Dentistry C.P.R.
- Patient Management & Motivation Dental
- Periodontics for Dental Hygienists
- Taxation and Financial Security for Dental Professionals

Nursing Continuing Education

Substance Abuse Counseling Continuing Education

- Substance Abuse in Industry
- Substance Abuse — A Learned Behavior

HOME AND FAMILY LIVING

Career Skills

- Career Exploration
- How to Successfully Find a Job
- Professional Image Development
- Your Professional Image

Child Development

- An Art Happening
- CDA — Early Childhood Programming — Introduction
- CDA — Families in American Culture
- Creative Dramatics for You & Your Child
- Exploring Your Child's World
- Intro to CDA Training
- Parent & Child: A Time for Learning
- Physical Fitness I
- Physical Fitness II
- Physical Fitness III
- Pre-School Activities for Mother & Child
- Spoonful of Lovin' Home Study Program
- Stories, Books, and Your Child
- Supertots I
- The World in Miniature

Cooking School

- Chinese Cooking
- Christmas Cookie Fair
- Christmas & New Year's Cake Decorating
- Cooking For Men Only
- Food Processor: Basic
- Food Processor: Fancy
- French Cooking I
- French Cooking II
- German Cooking with a Plus
- Grandma Sorg's Apple Dumplings
- Greek Baklava
- Holiday Buffet for Special Diets
- International Holiday Breads
- International Holiday Cookies
- Making Won Tons for Soups & Hors d'oeuvres
- Mexican Specialties
- Microwave Cooking
- Oriental Cooking I
- Oriental Cooking II
- Pasta Making
- Quick & Easy Desserts
- Regional Cooking of China
- Social Mixology — Bartending
- Specialty Breads
- Stir Fry Cooking — Tofu
- Tailgate Picnic
- Telecourses — Food Preserving
 - Whys & Hows of Food Preserving, Canning Fruits
 - Canning Fruits & Tomatoes, Canning Vegetables
 - Canning & Freezing Meat, Freezing Fruits & Vegetables
 - Freezing Prepared Foods, Drying
 - Pickling Jams, Jellies, & Preserves
- Texas Chili
- Wine & Wine Service
 - Wok Cookery
 - International Cooking & Luncheons
 - International Gourmet Cooking Festival
 - What to Do When the Boss Comes to Dinner
- Special Diets
 - Diabetic Diet
 - Low Cholesterol Menus
 - Salt Restricted Menus
 - Cooking & Planning for Better Health
 - Hypoglycemic Diet

- Meals in Minutes without a Microwave
- Polish Cooking
- Soups
- Breads
- Pastries
- Cheesecake, Mousse, Souffle
- Party Buffets
- Lunchboxing

General

Proposal Writing

Consumer Awareness

Bartering
Bazaar Bonanza
Business Etiquette & Dress

Home Care

Training for Home Care of the Convalescent (or Homebound)

Interior Decorating

Color & Design
Commercial Interior Design
Drapery Specialist I, II, III
Floors, Walls & Ceilings
Furniture Refinishing Skills
Interior Decorating
Intro. to Interior Design
Seven Step Chair Caning
Spatial Analysis & Presentation
Upholstery Clinic
Window Treatments
Draperies, Unlined
Draperies, Lined
Windows — Using Warm Treatment
Bedspreads
Bathroom Treatments
Sewing Home Accessories

Needlecraft

Knitting I
Needlepoint, Beginning
Needlepoint I
Needlepoint Projects
Quilting I
Quilting II
Counted Cross Stitch
Fast Fun Quilting
Candlewicking
Pulled Thread Embroidery
Snowflaking Embroidery
Black Work Embroidery
Crewel Embroidery

Knitting, Intermediate
Knitting, Advanced
Counted Bead Embroidery
Opera Stitch Embroidery
Smocking
Chicken Scratch

Parent Education

Parenting — Handling Destructive Behavior Family Law
Parenting — Nutrition and Your Child
Parenting — The Only Child
Parenting — Positive Self-Discipline
Parenting — Preview of Parenting
Parenting — Sibling Conflict
Parenting — STEPS
Parenting — Step-parenting
Parenting — Teens — Who's in Charge?
Parenting — Understanding Substance Abuse in Your Family
Parenting — A Woman's Point of View
Parenting—Traveling with Children

Self Exploration and Support

Group Support & Problem Solving for Divorced or Separated
Personal Growth Group — I am the best I am
Single Minded — Develop a confident approach to life on own
Single Parenting
Single Support Group -- One is a whole number

Sewing & Textiles

Advanced Apparel Tailoring
Altering and Fitting Workshop
Apparel Construction I
Apparel Pattern Drafting
Clothing Alterations as a Business — Introduction
Textiles
Machine Applique

Singles

Single Minded — Coping With Separation & Divorce
Single Minded — Developing a Confident Approach to Life on Your Own
Survival as a Single Senior

Women Only

Contemporary Women in Print
Beginning Positive Relationships: Women Only
Survival for Women
A Women's Guide to Successful Investing
Beauty Tips for Women Over 30
Modeling as a Career
Exploring Your Personal Image
Women and Legal Issues
Making Your Way Through DSS
Making Good Use of Your Attorney's Services
Issues of Divorce: Initiating, Coping and Recovery

Men Only

Beginning Positive Relationships: Men Only
Men Coping With Divorce

Teens

Teens — Basic Candy Making
Teens — Cake Decorating
Teens — Cooking For Fun
Teens — Needlepoint
Teens — Crocheting
Teens — China Painting
Teens — Income Tax Preparation
Teens — Quilting
Teens — Treasure Hunt

HUMAN DEVELOPMENT CENTER

Human Development

Assertion Training — Basic	Blending Families: Yours & Mine
Assertion Training — For Women Only	Practical Parenting
Assertion Training — Advanced	Tips on Teens: Living with Your Teenager
Behavior Change I	The Male Myth & Changing Lifestyles
Behavior Change II	Issues on Single Parenting: For Fathers Only
Creative Living	

Effective Communication

Non-Verbal Communication — Body Language
Non-Verbal Communication — The Hidden Meanings in Your Voice
Relationships — Initiating, Negotiating, Continuing, & Terminating Them
Stress Effectiveness Technique (SET)
Stress Management

Managing Changing Lifestyles — For Women
Women & Work
Living Single in the 80's
Empathy Training
Value Clarification
Comparative Religion
Issues & Options for Midlife Women
Self-Discovery Through Writing

Human Leadership and Careers

Group Theory and Process: Course for Training Group Leaders

LIBERAL ARTS

Art — Crafts

Hand Lettering
Calligraphy
Lapidary — Gemstone Polishing
Silversmithing (Jewelry Making — Fabrication)

Art — Photography

Photography — Introduction
Photography Field Trip

Art — Studio

The Basics of Drawing & Painting
Cartooning
Ceramics — Porcelain Handbuilding
Drawing — Basic
Painting — Oils & Acrylics
Pottery I & II
Printmaking
Sign & Show Card Painting
Watercolor



Dance

Ballet — Beginning
Ballet — Advanced
Clogging
Dance Club
Popular Dancing
Dining & Dancing
Swing Dancing
Middle Eastern Dancing I
Polka Dancing — Beginning
Round Dancing
Square Dancing

Dog Training

Dog Grooming, Health & Care — All Breeds
Dog Grooming, Health & Care — All Breeds, Advanced
Dog Handling — Show Ring
Dog Training — Advanced Novice
Dog Training — Koehler Method of Dog Training
Dog Training — Koehler Method of Open Training for Home, Ring or Field
Dog Training — The Pointing Dog
Dog Training — Puppy Training & Development

General Interest

The Gospels
The Magic of Storytelling
New Testament Greek
Biblical Hebrew
Russians Are People
GED Preparation
Super Kids
Super Tots
Improving Your Speaking Voice
Jewish Culture & Religious History of 2nd Temple Times

The Old Testament in New Light
Sailing Fundamentals
Self-Hypnosis for Self-Improvement
Towards Better Dictation

Languages

French I — Conversational
French II — Conversational
French III — Conversational
French — Advanced Conversational
German I — Conversational
German II — Conversational
German III — Conversational
Greek I — Conversational
Spanish I — Conversational
Spanish II — Conversational
Spanish III — Conversational
Spanish — Conversational — A Continu

Music

Class Piano — Beginning
Class Piano — Intermediate



Physical Education and Exercise

Aerobic Dance Slimnastics
Gymnastics — An Introduction
Gymnastics for Children
Racquetball — Beginning
Racquetball — Advanced
Relaxation and Massage
Scuba Diving — An Introduction
Self Defense
Swimming for Children
Swimming for Seniors
Tae Kwon Do — (Korean Karate) — Beginning and Intermediate
Tai Chi Chaun
Tai Chi Chaun — Advanced

Travel

Travel Packages:
Enjoying our Nat'l Parks and Monuments
Hawaii and Mt. St. Helens — 81
Lake Superior Wilderness
Mammoth Cave Nat'l Park
Rocky Mountain "High"
The Snow Train
Travel — Canadian Wilderness
Travel — Florida Environments
Wisconsin Landscapes

Yoga

Yoga Aerobics
Yoga — Anatomy I
Yoga for the Athlete I
Yoga for the Athlete II
Yoga for Daily Living — Beginning

Yoga I — Introduction

Yoga II — Beginning
Yoga III — Intermediate

OLDER POPULATION PROGRAM

Creative Writing for Senior Citizens
Getting to Know You I
Getting to Know You II
Oil Painting I — Senior Citizens
Pre-Retirement Planning
Square Dancing for Senior Citizens
Watercolor
Yoga for Daily Living — Beginning
Yoga of Awareness I — Beginning

VOCATIONAL/TECHNICAL

Automotive-Power Mechanics
Snowmobile Safety & Maintenance
Sparkplugs, Filters, & Me

Wood Burning Stoves

Motorcycle Safety
Cycle Safety School

SECTION V

PERSONNEL DIRECTORY



**Full-time Faculty,
Administrators, and
Professional Staff**

**Names
Titles
Earned Degrees
Office Location**

FULL-TIME FACULTY, ADMINISTRATORS, AND PROFESSIONAL STAFF

Name	Title	Office	Name	Title	Office
ACKERMAN, Franklyn T.	Electrical Supervisor	N-045	BECKMAN, Brenda	Dean of Academic Affairs — General Education	A-118
ADAMS, Richard J.	Programmer/Analyst	A-114	B.A. Macomb Community College B.A. Oakland University M.A. Central Michigan University		
ALBERDA, Maurice S., Jr.	Associate Professor of English	S-002	BEGEMAN, Theodore W.	Assistant Professor, Machine Tools	L-110
B.A. Kalamazoo College M.A. University of Michigan			B.S. Michigan State University M.S. University of Wisconsin—Stout		
ALLEN, Barbara	Associate Professor of Mathematics and Computer Science	J-126	BERKAN, Esther I.	Librarian	A-131
B.S. Michigan State University M.S. Michigan State University			B.S.; M.A. Central Michigan University		
ALTENHOF, Carl L.	Associate Professor of Biology	D-132	BERRY, Darrell R.	Professor and Technical Division Chair	F-037
B.S. California State College M.S. University of Michigan			Journeyman Toolmaker A.S. Flint Junior College B.S. Ferris State College M.A. Central Michigan University		
ANDERSON, Douglas M.	Associate Dean of Learning Resources	A-134	BEYKE, Ann	Handicapped Services Coordinator	B-116
A.A. Flint Community College B.A.; M.A. Michigan State University			A.A. Delta College B.S. Saginaw Valley State College		
APPOLD, Tim	Welding Technician	Industry Educ. Center	BIERI, Donald G.	Counselor	K-133
Certified Welding Specialist Delta College			B.A. Aquinas College M.A. Troy State University		
ARGYLE, Roselyn	Nursing Assistant Training Specialist	A-063	BLUE, Beverly	Ward Clerk Program Specialist	B-116
A.A. Flint Junior College B.A. Saginaw Valley State College			RN Saginaw General Hospital School of Nursing B.S. Siena Heights College		
ARMAN, Harold D.	Assistant to the President	A-191	BLUHM, Danial	Graphic Artist/Designer	A-4
B.S.; M.A. Western Michigan University			A.A. University of Detroit		
ARNDT, Robert G.	Assistant Professor Developmental Disabilities	S-206	BOEKE, Robert M.	Associate Professor of Business	F-045
M.A. Bradley University			B.A. University of Michigan J.D. University of Wisconsin		
ARNOLD, M. Gene	Administrative Dean/Special Assistant to President	A-189	BORGMAN, Clayton H.	Associate Professor of Biology	F-209
B.A. Alma College M.A. Michigan State University			B.A. Hope College M.A. Western Michigan University		
AUGUSTINE, John F.	Associate Professor of English	S-007	BOWSKY, Robert	Broadcast Engineer	
B.A. University of Michigan M.A. New York University			A.S. Delta College		
AULT, Robert J.	Welding Specialist	Industry Educ. Center	BREED, Charles A.	Professor of Art	S-245
Journeyman Pipe Fitter Level II Radiographer Sperry School — Ohio			B.S. Western Michigan University M.S. University of Wisconsin		
BAILEY, PATRICIA A.	Development Associate	A-193	BRITTO, Neville B.	Associate Professor of English	S-019
B.S.; M.P.A. Central Michigan			B.A. University of Nagpur-India B.A. University of Rome-Italy M.A. University of Michigan		
BALLARD, William Jr.	Television Director & Station Manager	A-011a	BROW, Judith	Librarian	A-131
B.S. Auburn University M.S. Syracuse University			A.B.; A.M.L.S. University of Michigan		
BATZER, David	Learning Resource Technician, Chemistry	C-106	BROWNELL, Joan B.	Associate Professor of English	G-214
B.S. Saginaw Valley State College			B.A.; M.A. University of Michigan		

Name	Title	Office	Name	Title	Office
BURCHFIELD, Anne J. A.S. Delta College B.S. Michigan State University	Counseling Services Specialist	K-138	CHRISTENSEN, James A. A.A.S.; B.S. Ferris State College M.A. Michigan State University	Associate Professor of Business	G-102
BUSH, Suzanne K. Certified Professional Secretary B.S.; M.A. Western Michigan University Ed.S. Michigan State University	Associate Professor of Secretarial Science	J-125	CLOUGH, Winnifred	Purchasing Specialist	A-196
BUTCHER, Larry D. B.S.; M.A. Central Michigan University	Associate Professor of Art	S-244	COLE, D. John A.B.S. Delta College B.A. Grand Valley State College M.A. Central Michigan University	Educational Programmer Analyst	J-118
CABOT, Ralph E. A.S.; C.S. Mott Community College	Law Enforcement Program Director	G-131	COLE, Diana B.S. Western Michigan University	Coordinator of Testing Services	D-114
CAMERON, David A. B.S. Central Michigan University Certified Public Accountant M.S. Acct. Central Michigan University	Assistant Professor of Accounting	F-044	CONLEY, Harold	Television Assistant Chief Engineer	A-095
CAMPBELL, Barry D. (Dr.) B.S. Eastern Michigan University M.A.; Ph.D. Indiana University	Professor of Physical Education and Health Division Chair	143	CONNELL, Elaine Tarrant B.S. Farmington State College M.A. Michigan State University	Assistant Professor of Business	S-238
CARLSON, Barry A. (Dr.) B.A.; M.A. University of Wisconsin Ph.D. Michigan State University	Associate Professor of Geology	G-123	COOPER, Mary Jane A.B. Olivet College M.A.T. Saginaw Valley State College	Learning Specialist	East Concourse
CARLSON, Richard E. A.A. Delta College Radio Engineering, Tallahassee, Fla.	Broadcast Engineer	A-23	CORLISS, Bruce C. B.S.; M.S. University of Michigan	Professor of Geology and Science Division Chair	F-213
CARLYON, Donald J. B.S. University of Nebraska Doctoral Program, University of Michigan	President	A-200	COSTON, Timothy L.	Broadcast Engineer	A-23
CARMONA, Chris	Staff Assistant, Chicano Affairs	H-135	CRANE, Janet Ann E. B.A. Olivet College M.A. Central Michigan University	Director of Child Care Center	Child Care Center
CARSON, Judy B.S. Saginaw Valley State College M.A. Central Michigan University	Assistant Professor of Mathematics	J-112	CREED, Charles D. B.A.; M.A. Eastern Michigan University	Director of Personnel	A-107
CASTEEL, Eleanor B.S. Bouve College of N.E. University of Boston	Instructor/Physical Therapist Assistant	F-056	CROVELLA, Michael L. B.A. Michigan State University	V.P. of Business Affairs	A-188
CATACOSINOS, Paul A. (Dr.) B.A.; M.S. University of New Mexico Ph.D. Michigan State University	Professor of Geology	D-125	CROWELL, Jack L. B.S.; M.S. Michigan State University M.S. University of Illinois	Professor of Mathematics and Computer Science	J-122
CEGLAREK, Frances	Assistant to Registrar	A-105	DAHN, Richard A. A.B. Delta College	Computer Shift Supervisor & Operator	A-124
CHEGER, Jean G. (Dr.) B.S.; M.Ed.; Ed.D., Wayne State University	Professor of Sociology	G-206	DALZELL, Allan R. B.A. Michigan State University	Director, Auxiliary Services	B-024
			DAVIDSON, Patricia B.S. Michigan State University	Administrative Aide	A-43
			DAVIS, David L. B.S.; M.A. Central Michigan University	Counselor	H-145
			DENMAN, Charlotte A. B.S.; M.S. Indiana University	Associate Professor of Physical Education & Recreation	N-133
			DENNEY, Dana J. B.A.; M.A. Michigan State University	Asst. Prof. of Reading & English	S-008

Name	Title	Office	Name	Title	Office
DE VINNEY, Robert H. B.S. Albion College M.A. University of Colorado M.A. University of Kansas	Professor of Mathematics and Computer Science	G-225	EBACH, Faye A. B.S.N. University of Michigan M.S.N. Wayne State University	Assistant Professor of Nursing	5-225
DISBOROUGH, Barbara A. Diploma, University of Chicago B.S. Ball State University M.A. University of Houston Registered Respiratory Therapist	Assistant Professor/Coordinator of Respiratory Therapy	F-047	EDMONDSON, Georgia N. B.A.; M.P.A. Wayne State University	Assistant Professor of Political Science	S-043
DOLSON, Jessie R. R.N. St. Joseph's Mercy Hospital B.S.N.; M.S. Central Michigan University	Associate Professor of Nursing	F-217	EGGLESTON, Patricia C. B.A.; M.A. University of Michigan	Associate Professor of Speech	A-049
DOWIS, R. Dan B.S. Northern Arizona University	Director of Campus Police	B-101	ELASHHAB, Julie B.S.N.; M.A. Michigan State University	Assistant Professor of Nursing	F-232
DRUMMOND, Nancy J. A.A. Delta College B.S.; M.B.E. Central Michigan University	Associate Professor of Secretarial Science	D-126	ELLISON, Gerald V. A.S. Amarillo College B.A.; M.A. Texas A&M University	Assistant Professor of English	S-014
DRURY, Patricia B.A. Occidental College M.A. Claremont College	Associate Professor of History	D-120	ENGER, Eldon D. A.S. Alpena Community College B.S.; M.S. University of Michigan	Professor of Biology	F-239
DU BOIS, Karl F. B.S. Ferris State College M.A. Western Michigan University	Director of Business Programs/Community Affairs	A-068	ERICKSON, Glen E. A.S. Delta College B.S. University of Michigan M.S. University of Idaho	Associate Professor of Biology	F-205
DUCKWORTH, Gene R. B.S.; M.A. Northwestern University	Professor of Speech & Humanities Division Chair	S-214	ESMOND, Patricia A. B.A. Michigan State University M.A. Eastern Michigan University	Asst. Prof. of Aquatics	S-216
DUGUID, Ellsworth J. B.S. State University of New York M. of Ed. State University of New York	V.P. of Student Services	A-119	EVERSON, Dana F. A.A. Delta College B.M.E.; M.M. Michigan State University	Assistant Professor of Instrumental Music	S-111
DUNGY, Wilbur L. (Dr.) A.S. Jackson Junior College B.S.; M.S. University of Michigan Ph.D. Michigan State University	Associate Professor of Biology	D-119	FETTIG, Burton S. (Dr.) A.A. Bay City Junior College B.S. George Williams College M.A. Central Michigan University Ed.D. Indiana University	Associate Dean of Student Services	A-115
DUNN, John A. B.A. Grambling University M.A. University of Toledo	Associate Prof. of Economics	J-129	FEUSSE, Floyd A. B.S. Central Michigan University M.A. University of Northern Colorado	Professor of Business	N-146
			FISHER, John M.	Assistant Director/Food Services	B-035
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FREIWALD, Thomas B. B.S.; M.S. Stout State University	Associate Professor of Architectural Technology	S-239	GORNEY, Ronald S. B.A. Saginaw Valley State College	Programmer/Analyst	S-24
FRIESORGER, Rose M. R.N. St. Mary's Hospital B.S. Central Michigan University	Assistant Professor of Nursing	F-233	GOSSER, Jon W. B.S.; M.S. University of Washington	Associate Professor of Psychology	G-105
FRITZ, Kelly Sandra A.D. North Dakota State University B.S. North Dakota State University M.S. University of Minnesota	Instructor of Nursing	F-234	GRAY, Charles E., Sr. B.A. Alma College M.A. University of Michigan	Custodial Supervisor	N-40
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GETZAN, Bruce D. B.A.; M.A. University of Michigan	Director, Conference Development	E-130	HALL, Gerald L. B.A.; M.A. Michigan State University	Assistant Instructor of Automotive Services	S-267
GILBERT, Janet R. (Dr.) B.A. DePauw University M.A. University of Minnesota Ph.D. University of Michigan	Instructor of English	S-5	HALOG, Donald B. B.S. University of San Francisco M.A. University of Illinois	Associate Professor of English	S-003
GLYNN, Lawrence E. B.A. Marquette University M.A. Wayne State University	Associate Professor of History	G-216	HANNA, Gayle B.S.N. University of Michigan	Associate Professor & English Division Chair	S-011
GOODBURNE, Bruce N. B.A. Michigan State University	Associate Director of Financial Aid	J-101	HANSEN, Fred A. B.S.; M.A. Western New Mexico University M.S. Purdue University	Assistant Professor of Nursing	F-223
GOODSON, Martin L. Jr. (Dr.) B.S. Stillman College M.S.; Ed.D. Indiana State University	Associate Professor of Physics	D-130	HANSEN, Sara R. B.S.; M.M. Michigan State University	Counselor	K-132
			HARMAN, William C. B.A. Findlay College B.B. Chicago Theological Seminary M.A. Bowling Green University	Associate Professor of Music	S-124
				Associate Professor of English	S-219

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			HOMEISTER, Owen E.	Dean of Academic Affairs — Health & Science	A-120
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			HOMPSTEAD, Lila	Personnel Specialist	H-122
			HOUSE, Robert D.	Instructional Artist	A-006
			HOWARD, David C.	Associate Professor of Economics	C-218
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			HOWDEN, Richard J.	Associate Professor of Accounting	F-046
			Certified Public Accountant B.S.; M.B.A. Central Michigan University		
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			A.A. Delta College		
			IWAMASA, Ruby	Coordinator of Telecommunications	A-92



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JAROSZ, Mitchell H. B.A.; M.A. University of Detroit	Associate Professor of English	S-010	KENNEDY, Crawford E. B.S.; M.A. Michigan State University	Professor of Health, Physical Education & Recreation	N-143
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JONKER, Jack B. B.M.; M.M. University of Michigan	Associate Professor of Music	S-126	KEYSER, Judith A.	Coordinator Traffic & Continuity	A-12B
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KEEFER, Ion E. B.A. Ferris State College M.A. University of Michigan	Assistant Professor of Automotive Service Technology	A-046	KOBLAS, Paul E. (Dr.) B.S. University of California M.S.; Ph.D. University of Oregon	Professor of Physics	D-122
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KOSTOFF, John S. B.S.; M.S. Michigan State University	Professor of Mathematics and Computer Science	G-215	LYON, Linda A.B. De Pauw University	Learning Specialist	East Concourse
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KRAWCZYK, John L. B.A. Michigan State University	V.P. of Finance & Treasurer	A-109	MAHAN, Mary B.S. Michigan State University	Learning Resources Technician	F-104
LAMA, Maurice B.A. Michigan State University	Admissions Spec./Coordinator of International Student Services	C-131	MARCINIAK, Mark B.A.; M.A. Central Michigan University	Assistant Director of the Program Management Center	E-130
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LEES, Robert N. B.A.; M.B.A. Central Michigan University	Professor of Business	G-112	MAY, Margrethe B.S. University of Michigan Certified Operating Room Technician	Assistant Professor/Coordinator of Surgical Technology	F-207
LEHRER, Sharon E. B.A. Willamette University M.A. University of Arizona M.A.T. University of Idaho	Associate Professor of Sociology	A-051	MAZANEC, Joseph L. (Dr.) B.S. St. Norbert College M.S. University of Wisconsin Ph.D. Michigan State University	Professor of Mathematics and Computer Science	G-205
LEINBERGER, Arthur M. B.S. Ferris State College M.S. University of Michigan	Associate Professor of Automotive Services	G-208	MC CARTHY, Robert G. B.S.; M.A. Central Michigan University	Assistant Professor of English	S-023
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LEVY, Lawrence I. B.A. Ohio Wesleyan University M.A. University of Wyoming	Assistant Professor of English	S-016	MC CLAIN, Craig A. B.A. Michigan State University M.A. University of Michigan	Associate Professor of Business	S-256
LIJEWSKI, James	Maintenance Supervisor	BH-100	MC CLOY, Donna M. B.A. Michigan State University M.A. University of Michigan	Assistant Professor of Business	G-108
LIMBERG, Thomas W. B.S.; M.A. Central Michigan University	Coordinator, Skilled Trades	S-211	MC CORMICK, John W. B.F.A.; M.A.; M.F.A. Michigan State University	Associate Professor of Art	S-243
LITZNER/ Bernard B.S. Siena Heights College Electronic Engineering Certificate— R.E.T.S., Detroit	Broadcast Engineer	A-23			

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MC GAW, Richard A. B.A. Albion College M.A. University of Michigan	Associate Professor of Speech	S-062	M.S.N. Wayne State University B.S.N. Michigan State University M.S.N. Michigan State University		
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MC GIVERN, Ralph M. B.A. University of Michigan M.B.A. Michigan State University	Associate Professor of Architectural Technology	F-236	MERTZ, Caroline M. R.N. Saginaw General Hospital B.S. Saginaw Valley College M.A. Central Michigan University	Professor of Nursing	F-219
MC GRAIN, David B.A. Michigan State University M.A. Michigan State University	Instructor of Business/ Distributive Education Coordinator	F-043	MILLER, Richard E. B.S.; M.A. Central Michigan University	Associate Professor of Residential Construction Technology	F-054
MC GRANDY, Delight E. A.A.S. Delta College B.S.N. Saginaw Valley State College M.S.N. Wayne State University	Assistant Professor of Nursing	F-231	MIOTTO, Donald A. B.S. Eastern Michigan University M.A. University of Michigan	Associate Professor of Drafting	G-106
MC GRATH, Peter J. A.A.S. Ferris State College	Learning Resource Technician	L-110	MOHR, Maureen B.A. Michigan State University	Lead Teacher, Child Care	Child Care Center
MC HALE, Louis B. Diploma in Nursing, Albert Einstein Medical Center B.S.N.; M.S.N. University of Pennsylvania	Assistant Professor & Nursing Division Chair	F-224	MOLITOR, Brian D. A.S. Delta College B.S. Michigan State University M.A. Central Michigan University	Director Quality Worklife Center	E Wing
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MC NEAL, Dennis E. B.S. Northern Illinois University M.A. Michigan State University	Professor of Business	G-210	MONTESI, Susan J. B.S. Ferris State College M.A.; M.S. Central Michigan University	Counselor Chairperson	K-143
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			MOST, Clark F., Jr. (Dr.) B.S. Central Michigan University Ph.D. Washington State University	Professor of Chemistry	D-129

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NASSIF, Kathy B.S.; M.A. Central Michigan University	Instructor of Nursing	F-232	PAULSON, Benjamin A. B.A.; M.A. Mankato State College	Director of Computer Services	A-125
NAVARRO-WIJKANDER, Judith W. B.A. University of Michigan M.A. Wayne State University	Assistant Professor of English	S-004	PERRIN, Eugene M. B.S.E.E. Michigan State University	Instructor of Electronic Technology	F-237
NAVE, Edwin R. B.S.E.E.; M.S.E.E. University of Cincinnati	Asst. Prof. of Electronic Technology	F-050	PFEIFFER, Raymond S. (Dr.) A.B. Kenyon College A.M.; Ph.D. Washington University	Associate Professor of Philosophy	S-240
NEMANIC, Edward B. (Dr.) B.S. University of Utah Ph.D. Northwestern University	Associate Professor of Physics	D-121	PFUND, James PFUND, Shirley	Plant Engineer	N-043
NICHOLSON, Betty A.	Manager of Computer Operations S.I.G.I. Specialist	A-124 East Concourse	PHILLIPS, Velma Jr. R.N. Saginaw General Hospital B.S. Eastern Michigan University	Custodial Supervisor	N-40
NICKERSON, Nancy B.A.; M.A. Michigan State University	Professor of Biology	F-238	PLACKOWSKI, Linda C. B.A. Michigan State University M.A. Michigan State University	Associate Professor of Nursing	F-222
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O'DELL, Nida H. B.A. University of Michigan	Exec. Dir. for Corp. Serv.	A-121	PUGH, John L. B.S. Tougaloo College M.A. University of Toledo	Asst. Prof. of Dental Hygiene	F-052
OETTMEIER, Arthur J. B.S. Stout State University M.A. University of Michigan	Assistant Professor of Sociology	S-052	RACE, Patricia A. A.A. Delta College	Admin. Staff Asst.	H-138
ORTENBURGER, Thomas R. A.A. Riverside City College B.A.; M.A. University of California	Associate Professor of Physical Education	N-138	RADLINSKI, Paul D. B.S.; M.Ed. Bowling Green University	Counseling Services Specialist	K-139
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RHODES, David B.S. Central Michigan University	Television Producer/Director	A-94	SCHMIDT, Alvin H. B.S. Stout Institute M.A. University of Michigan	Associate Professor of Drafting & Design	J-106
ROBERTS, Raymond B.A.; M.A. Wayne State University	Associate Professor of Speech	G-117	SCHROEDER, Susan A. A.A. Delta College	Programmer Analyst	A-124
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ROSELLE, Robert	Maintenance Supervisor	N-042	SHARP, Ronald L. B.S.; M.S. Central Michigan University	Associate Professor of Chemistry	D-124
ROSS, Frederick C. B.S.; M.A. Wayne State University	Professor of Biology	F-203	SHELTON, Joy S. B.S. University of Texas	Director, Home and Family Living Community Affairs	A-66
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